

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

September 13, 2023

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

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. Conference with Legal Counsel – Potential Litigation, Pursuant to Govt. Code Section 54956.9
Significant Exposure to Litigation Pursuant to Paragraph 5 of Govt. Code Section 54956.9(e)
1 Case Related to Threatened CVRA Action
 - G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. PUBLIC HEARING – Composition of Proposed Trustee-Area Maps
9. APPROVAL OF MINUTES – Regular meeting August 9, 2023
10. NEW BUSINESS:
 - A. Request for Approval – Resolution No. 2023/01-03 – Resolution Adopting a Final Trustee Area Map and Election Sequencing and Initiating a Proposal to the Board of Governors of the California Community Colleges for the Transition to By-Trustee-Area Elections
 - B. Request for Approval – 2023/24 West Kern Community College District Budget

- C. Request for Approval – Naming of the Engineering and Energy Technology Center in Honor of Stanley and Madalyn Hutchison
- D. First Presentation – Proposed Cost of Living Adjustment Compensation Increase of 8.22% to the 2023-2024 Faculty Salary Schedules, Appendix B-1, B-2, and B-3
- E. First Presentation – Proposed Cost of Living Adjustment Increase of 8.22% to the 2023-24 Classified Salary Schedules, Appendix A
- F. First Reading – Board Policy Revision – BP #5040 – Student Records, Directory Information, and Privacy

11. CONSENT AGENDA (Items A – N)

- A. Request for Approval – Resolution 2023/24-02 – Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES 130)
- B. Request for Ratification – Motimatic, PBC and Taft College Order Form #1 with Addendum A & B for 2023-2024 Academic Year; 8/10/23 – 8/9/24; Total Cost of \$85,000.00
- C. Request for Ratification – Amendment No. 1 to Agreement with Kern County Department of Human Services; 7/1/23 – 6/30/25
- D. Request for Approval – West Kern Adult Education Network (WKAEN) Joint Powers Agreement between West Kern Community College District and WKAEN; 7/1/23 – 6/30/24
- E. Request for Ratification – Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support, Quote Number 196159000; 9/2/23 – 9/30/24; \$13,951.50
- F. Request for Approval – DAI Source for IBM Cognos Renewal Quote #125337194-1; 11/1/23 – 10/31/24; \$11,893.59
- G. Request for Approval – IssueTrak Software Maintenance Renewal 2023-24; October 2023-October 2024; \$3,465.00
- H. Request for Ratification – Consultant Agreement with Barber & Gonzalez, LLC – Interest Based Bargaining Training; \$3,300.00 Plus Travel Expenses

- I. Request for Ratification – Rubber Safety Surface Repair at Child Development Center; \$2,962.76
- J. Request for Approval – TeamViewer Annual Subscription Renewal 2023-24; 10/14/23 – 10/13/24; \$2,482.80
- K. Request for Approval – Agreement with Dr. Charles Walker as a Supervisory Dentist for the Dental Hygiene Program; 9/14/23 – 12/15/23; \$350.00 per Session for Up to 10 Days
- L. Request for Ratification – Sorenson Communications, LLC, Service Agreement for American Sign Language (ASL) Provider Services; 8/16/23 – 8/31/24
- M. Request for Approval – Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Kern County Superintendent of Schools (KCSOS) Migrant Education Region V Program 2023-2024; 9/14/23 – 5/31/24
- N. Ratification of the August 2023 Vendor Check & Purchase Order Registers

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. EMPLOYMENT (Action)

- A. Academic (Appendix I)
- B. Classified/Confidential/Management Employment (Appendix II)
- C. Separations (Appendix III)

14. 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, August 2023
 - 4. Student Organization and Special Accounts, August 2023
 - 5. Funds Deposited in County Treasury, August 2023
 - 6. Employee Travel Report – August 2023
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

15. REPORT OF THE SUPERINTENDENT/PRESIDENT

16. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, October 18, 2023, at 5:00 p.m.

17. CONTINUATION OF CLOSED SESSION (If Necessary)

18. ADJOURNMENT

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

REGULAR MEETING

August 9, 2023

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 Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
Significant Exposure to Litigation Pursuant to Paragraph 5 of Govt. Code Section 54956.9€
1 Case Related to Threatened CVRA Action
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:58 p.m., it was moved by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, to reconvene in Public Session. President White reported that no action was taken in closed session.

PLEDGE OF ALLEGIANCE

President White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

There was no general communication.

SECOND PUBLIC HEARING – Map Review – Proposed Composition of By-Trustee-Areas Prior Area Maps, pursuant to Elections Code section 10010, subdivision (a)(2)

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the public hearing was declared open. Dr. Justin Levitt, Vice President of National Demographics Corporation (NDC), presented information about the types of election systems that may be used and the language of the California Voting Rights Act (CVRA) (copy attached to official minutes). Dr. Levitt shared previous draft maps that NDC created using demographic data and mandated criteria under the CVRA. He also shared a map submitted to the Board from the Delores Huerta Foundation. He then reviewed two additional draft maps as created by NDC based upon feedback from the Board of Trustees. Four speakers spoke of the placement of Ford City within the NDC provided maps and the map suggested by the Delores Huerta Foundation: Rick Connick, Belen Delgado, Lori Pesante, and Jesus Garcia. On a motion by Trustee Gregory, seconded by Secretary Orrin, and unanimously carried, the public hearing was declared closed.

APPROVAL OF MINUTES

On a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried, the minutes of the Regular meeting held July 12, 2023 were approved.

NEW BUSINESS

Request for Approval – Resolution No. 2023/24-01 – Ratification of Contract with API, Inc. (Emergency Gas Line Repair)

Dr. Todd Hampton explained that a gas leak was found near the Ash Street dorms. Action was taken to secure the leak, test the system, and to make necessary emergency repairs. No safety issues occurred and the leak is now repaired. Due to the emergency nature of the problem, Administration is recommending a resolution for approval of the contractor agreement to meet the state requirements for expenditures. On a motion by Trustee Gregory, carried by Trustee Eveland and unanimously carried, the request was approved.

Second Presentation and Request for Approval – 2023-2024 Academic Year 9-80 Work Schedule

President McMurray explained that administration worked out issues during the trial semester of the 9-80 schedule and are presenting a calculated calendar that ensures participants are equal in time worked and in days off. The College will remain open Monday through Friday to the public. On a motion by Trustee Cole, carried by Secretary Orrin and unanimously carried, the request was approved.

CONSENT AGENDA:

- A. Request for Approval – Employers Training Resource (ETR) Contractual Services Agreement; 7/1/23 – 6/30/24
- B. Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and Santa Ynez Valley Union High School (SYVUHSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-2024; 8/1/23 – 5/31/24

- C. Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and Orcutt Union High School (OUHSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-2024; 8/1/23 – 5/31/24
- D. Request for Ratification – Regional Equity and Recovery Partnerships (RERP) Grant Agreement; 1/23/23 – 9/30/25
- E. Request for Approval – Amendment No. 1 to Subcontract between University Enterprises, Inc. and WKCCD; 1/20/21 – 6/30/24
- F. Request for Approval – WKCCD 2023-2024 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/23 – 7/31/23; \$56,669.00
- G. Request for Approval – Microsoft Campus Agreement 2023 (Year 4 of 6) – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/23 – 9/15/24; \$39,533.15
- H. Request for Approval – Contract with Capital Public Finance Group, LLC (Capitol PFG); 8/9/23 – 6/30/26; Hourly Rate of \$215.00, Not to Exceed \$30,000.00
- I. Request for Ratification – Service Agreement between Hudl and Taft College 2023-2026 for Streaming and Recruiting Services; 7/1/23 – 6/30/26; \$7,700.00 per Year
- J. Request for Ratification – Facilities Use & Activities Request Form for Use of Taft Union High School Soccer Field for Summer/Fall 2023 Classes, Practices, and Season Games
- K. Request for Ratification – Approval to Renew Instructure Account; 7/1/23 – 6/31/24; \$2,280.24
- L. Request for Approval – Facility Use Agreement with Kern High School District – Use of CTEC Facility; 8/22/23 -5/31/24
- M. Ratification of the July 2023 Vendor Check & Purchase Order Registers

On a motion by Secretary Orrin, seconded by Trustee Cole 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 Eveland, 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, Mike Eveland, Billy White, 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, July 2023
4. Student Organization and Special Accounts, July 2023
5. Funds Deposited in County Treasury, July 2023
6. Employee Travel Report – July 2023

Trustee Reports

Secretary Orrin thanked the Trustees and staff for supporting her family in recent times. She also recognized that Superintendent/President McMurray is also serving the community as the President of the local Rotary chapter.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, shared that the beta-test for the new website is underway in preparation of the September 6th launch date. She is also working with the athletics department to develop and market media in support of the teams.

Instruction

Dr. Leslie Minor, Vice President of Instruction, introduced Associate Dean of Instruction Jaime Lopez and MESA Director Jose Valadez. Dr. Minor also updated the Board on summer STEM campus that included an adult session. Staff have also participated in a Taft City School District migrant outreach event. Jon Farmer, Distance Education Coordinator, said that his department is working to train faculty in the improved use of tools in Canvas and is working with Artificial Intelligence to continue to communicate and assist students. Dr. Devin Daugherty, Dean of Instruction and CTE, is in discussions with the US Department of Energy to research potential energy projects.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, said that preparation for the Spirit Award and other Cougar Cookout planning is underway. The event is October 5th. The Dignity and Adventist Health internship luncheon was a success. Interns reported great feedback and some are already earning employment in the field due to the opportunity. The Foundation is working with Dental Hygiene in support of their upcoming Casino Night fundraising event.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, provided updates on TIL graduates. Staff have completed inservice work and have welcomed the 2023-24 students to campus. Work continues with an advisory committee to improve the program. The committee is currently reviewing survey results and is already

implementing changes from feedback. Mr. Markovits commended staff for their work preparing for the TIL Casino Night this spring. A related fundraising event, "Cougie's Market," will be held in September and planning for a successful spring event is ongoing.

Information Technology Services/Institutional Research

Dr. Xiaohong Li, Vice President of ITS/IR, said that IT staff are completing classroom equipment needs and have begun the Microsoft Defender project, which will complete in October. Institutional Research has begun another phase of the multiyear comprehensive program review. The templates used by programs have been updated based upon user feedback from last year's users.

Student Services

Dr. Damon Bell, Vice President of Student Services, said that staff have successfully hosted a TC Kickoff event and is now calling non-grad students in an effort to assist in enrollment and encourage degree completion.

Human Resources and Campus Safety

Heather del Rosario, Vice President of Human Resources, is working across the campus to recruit and hire student workers. There will be a student job fair hosted by the department at the end of the month. Kevin Altenhofel, Director of Safety and Security, has worked with WESTEC to host a safety inservice training session.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, stated that gas repair and asphalt work at the Ash Street dorms has been completed. The parking lot striping will be completed soon, which will complete the parking lot project. Work on the Dental Hygiene flooring repair is ongoing and moving quickly. Dr. Hampton also reported that the Bookstore staff have been busy assisting students with the fall semester approaching. Staff have worked closely with Financial Aid staff to prepare materials for the Promise Program students.

SUPERINTENDENT REPORT

Mr. McMurray provided an update of the events on campus that included student-athlete return to dorms and campus. In addition, the TIL students have returned. This has brought many family members to visit the campus and meet staff. Mr. McMurray acknowledged Campus Safety and Security Office Johnny Garcia who was selected as the Employee of the Month.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, September 13, 2023.

CONTINUATION OF CLOSED SESSION

At 7:08 p.m. it was moved by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:41 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White reported that no action was taken in closed session.

ADJOURNMENT

At 7:42 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried by roll call vote, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE WEST KERN
COMMUNITY COLLEGE DISTRICT
Resolution No. 2022/23-03**

**Resolution Adopting a Final Trustee Area Map and Election Sequencing and
Initiating a Proposal to the Board of Governors of the California Community
Colleges for the Transition to By-Trustee-Area Elections**

WHEREAS, the Board of Trustees (“Board”) of the West Kern Community College District (“District”) are currently elected using a an “at-large” election system (i.e., election system in which registered voters of the entire jurisdiction elect candidates to the Board but Board members reside in defined trustee areas);

WHEREAS, on April 12, 2023, the Board adopted Resolution No. 2022/23-16, a Resolution of Intent to Initiate a Transition to By-Trustee Area Board Elections Commencing with the 2024 Board of Trustees Election whereby each trustee must reside within the designated trustee-area boundary and be selected only by voters in that trustee-area;

WHEREAS, National Demographics Corporation (“Demographer”) was retained to prepare by-trustee-area election system map options with consideration of applicable state and federal laws for the Board and public’s consideration;

WHEREAS, pursuant to Elections Code, section 10010, subdivision (a)(1), the Board held public hearings on May 10, 2023 and June 14, 2023, to consider community input and comment regarding potential trustee-area boundaries and maps;

WHEREAS, pursuant to Elections Code, section 10010, subdivision (a)(2), the Board published three trustee-area map options on June 29, 2023 and held a public hearing on July 12, 2023 to gather public input on the proposed trustee-area maps and sequence of elections;

WHEREAS, pursuant to Elections Code, section 10010, subdivision (a)(2), the Board published two additional trustee-area map options on August 1, 2023, and held a public hearing on August 9, 2023 to gather public input on all of the proposed trustee-area maps and sequence of elections;

WHEREAS, at least one public organization has submitted draft map(s) for consideration and these maps as well as the draft maps prepared by Demographer have been available to members of the public to review on the District’s website and during the public hearings;

WHEREAS, Education Code section 72036 and other applicable provisions of law authorize the Board of Governors of the California Community Colleges (“Board of Governors”), upon application from a community college district’s governing board, to change the district’s method of election.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of the West Kern Community College District hereby resolves as follows:

1. The above recitals are correct and true.
2. The Board hereby approves and recommends the adoption of by-trustee area elections, and the adoption of the trustee-area map described as Final Map as set forth in Exhibit A.
3. The District will hold by-trustee areas elections in two areas, Areas 3 and 5 commencing with its November 2024 election, assuming timely approval by the Board of Governors. The District will hold by-trustee area in three areas, Areas 1, 2, and 4 commencing with its November 2026 election. The District's by-trustee area elections will be subject to any required trustee area boundary adjustments required pursuant to Education Code section 5019.5 following the release of each decennial federal census.
4. The selection of the final trustee-area map and sequence of elections is in furtherance of the purposes of the California Voting Rights Act of 2001, and takes into account the preferences expressed by members of the public and the Board.
5. The District Superintendent/President or designee is hereby authorized and directed to send a copy of this Resolution to the Board of Governors for the California Community Colleges, and to work with the Board of Governors and the Kern County Election's Office to conduct all legally required hearings and other acts necessary so that trustee-area elections can be implemented in the election cycles scheduled in 2024 and 2026.

PASSED AND ADOPTED by the Board of Trustees of the WEST KERN COMMUNITY COLLEGE DISTRICT, at a regular meeting of the Board of Trustees held on September 13, 2023, by the following vote:

Ayes: _____
Noes: _____
Absent: _____
Abstain: _____

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

Brock McMurray, Superintendent/President
West Kern Community College District

EXHIBIT A

[Selected Map inserted as Exhibit A]

BOARD AGENDA ITEM



Date: September 6, 2023
Submitted by: Todd Hampton, Ed.D., Vice President of Administrative Services
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: September 13, 2023

Title of Board Item:

2023/24 West Kern Community College District Budget

Background:

In accordance with Section 58305 of the California Code of Regulations, the tentative budget was submitted for Board approval at the June 14, 2023 meeting.

Immediately preceding the regular board meeting of September 13, 2023, the Board will meet and discuss the final draft of the 2023/24 WKCCD budget at a Budget Study Session scheduled for 4:00 p.m. I propose the final budget be adopted as presented during the budget study session.

Copies of the proposed budget are available in the President's Office by contacting Sarah Criss at 763-7711 or on the College website at the following link:

[2023/2024 Proposed Budget](#)

Terms (if applicable):


July 1, 2023 through June 30, 2024

Expense (if applicable):

Not applicable

Fiscal Impact Including Source of Funds (if applicable):

Not applicable

Approved: 
Brock McMurray, Interim Superintendent/President

Date: September 7, 2023
Submitted by: Billy White, Board of Trustee President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: September 13, 2023


Title of Board Item:
Selection Superintendent/President Search Firm

Background:
Per Board Policy #2431, the Board of Trustees is tasked with establishing the search process to fill the vacancy of the Superintendent/President position. It is recommended that the Board of Trustees utilize one of the following firms to assist in the Superintendent/President search process.

Terms (if applicable):
See attached contract

Expense (if applicable):
No to Exceed \$50,000

Fiscal Impact Including Source of Funds (if applicable):
District funds will be utilized.

Approved: 
Brock McMurray, Interim Superintendent/President

***Qualifications,
Scope of Executive Search Services,
And Pricing Information***

***Superintendent/President Search
West Kern Community College District***

Provided by PPL, Inc.



Prepared by Drs. Jim Riggs & David Viar

July 24, 2023



Trustee Billy White
West Kern Community College District
29 Cougar Ct
Taft, CA 93268

Dear Trustee White,

PPL Inc. takes great pleasure in submitting g this proposal addressing a review of qualifications, scope of executive search services, and pricing information to support the search for West Kern Community College District's next Superintendent/President. This document includes the professional preparation and experience each of the PPL consultants would bring to ensure that WKCCD will have the quality search services it seeks and deserves. PPL's services in executive coaching and transition support for new the CEO are also reviewed as well as the placement of interims when needed. Lastly, the proposal incorporates a suggested timeline that meets the goal of completing the search process by June 1, 2024.

PPL has been providing consulting and search services since 1978; the firm has an extensive record of helping districts find qualified and experienced leaders from diverse backgrounds who have served the community colleges well. In the past two years alone, PPL consultants have conducted 17 executive searches for Community College Districts throughout California. PPL, Inc brings expertise to guide and support the search process on both a statewide and national level assisting the College community and ultimately the Board of Trustees to select the most qualified person to lead Taft College forward.

In all searches PPL recognizes the need for balance between leveraging institutional history and bringing further innovation, flexibility, and nimbleness to a highly dynamic environment focused on current students and service area communities. The District is well positioned to address current educational needs of West Kern County as well as the challenges of a global society that is changing--demographically, economically, technologically, and environmentally--especially in a post pandemic world. WKCCD requires a Superintendent/President who will cultivate a vision for the future of higher education and build consensus to further the mission of Taft College.

Experience with Executive Searches in the National Community College Arena

PPL believes strongly that its search consultants provide "the best of both worlds." The firm's long history of service, with only a few exceptions, has focused exclusively on executive searches for the California community colleges; PPL knows these colleges well. At the same time, the firm's reach in executive recruitment is much broader. Contacts are cultivated and maintained across the country, so that the search for

the Superintendent/President will result in a large, diverse, and highly qualified pool of applicants. PPL has maintained partnerships with professional associations, major universities preparing community college leaders, and associations representing the diverse community of applicants pursuing professional growth and career advancement. PPL seeks candidates who have the capacity and willingness to address the emerging challenges in higher education institutions.

The PPL Approach

PPL customizes its services to meet your District's needs. Consultants suggest practices and resources that have been successful in past searches and caution about those found to be problematic. PPL partners with the District to pursue an effective process, with a final selection of the new Superintendent/President who will serve the organization well, hopefully for years to come. Below please find two search consultants who would be assigned to this search. Please note that the firm consistently uses two consultants on each search to ensure the District is served appropriately and in a timely manner.

PPL is proud to have assisted the West Kern CCD in the selection of its last two Superintendent/Presidents. This proposal lists a number of placements in rural districts throughout the state. Several of the firm's partners reside and have served colleges in the Central Valley; they are well acquainted with the needs of small rural California college districts.

PPL Search Consultant Team

Dr. Jim Riggs, PPL, Inc. Vice President

Dr. Riggs is well acquainted with California community colleges and their leadership needs. His decade long tenure as the President of Columbia College in Sonora and his role as a professor with CSU Stanislaus Ed.D. program, make him uniquely qualified to lead the superintendent/president search team at West Kern CCD. Jim been with PPL since 2015 and has participated in several successful CEO searches in California including Butte College, Cabrillo College, Coast Community College District, Taft College, Copper Mountain College, College of the Siskiyous, Kern Community College District, State Center Community College District and Delta College. He also serves as a consultant for community colleges in the areas of new CEO on-boarding and coaching, board of trustee development, educational leadership development, organizational change, strategic planning, and governance issues.

Dr. David Viar, PPL, Inc. Vice President

For decades, Dr. Viar led community college organizations supporting governing boards and college administrators in Illinois, California and nationally (Illinois Community College Trustees Association, California Community College Trustees Association, Association of Community College Trustees, and the Community College League of California). He also served as American River College president and Glendale Community College Superintendent/President. He has facilitated and consulted for over 175 governing board retreats on Boardsmanship, board/CEO relations, board and CEO evaluations, strategic planning, and goal setting.

As CEO of the Community College League of California in the 1990s, Dr. Viar partnered with the State Academic Senate to assist local college districts implementing and fulfilling the intent of shared governance as established in state legislation (AB 1725). Viar served as member of 30 statewide committees of the California Community Colleges addressing a wide range of issues related to education policy, state budget, governance, vision and planning, legislation, marketing, and diversity and equity.

Because Drs. Riggs and Viar have each worked extensively in the California community college system, their experience will provide important insight into many aspects of your District's needs. This will well serve the search for your next executive leader.

Proposed Fee for Services

PPL, Inc. provides high quality search services at a price that is affordable, and which takes into consideration the limited resources available to California Community Colleges. The fee for a full executive search is \$32,000 plus necessary and reasonable expenses not to exceed \$4,000. All efforts will be made meet virtually to minimize travel exneses. Fees for CEO onboarding/orientation and coaching/mentoring services for one year can vary, depending on the specific level and type of services required. The proposal outlines a range of possible activities and price ranges for these activities.

PPL Contacts

As always, the full team of PPL consultants will strive diligently to see that the needs of WKCCD are met. In that regard, should the consultants assigned to this search not be able to perform their duties for some unforeseen reason, another PPL consultant will quickly step in to provide a seamless flow of services. Please make all inquiries regarding the proposal for this search directly to Jim Riggs. He may be reached by phone (209) 559-6550 or email at jriggs@pplpros.com. If he cannot be reached and you need assistance immediately, please contact me at (209) 761-0534 or email at bduran@pplpros.com. PPL looks forward to the opportunity to support your district, its students, and the communities of the service area.

Sincerely,



Benjamin T. Duran, Ed.D.
President/Co-owner

TABLE OF CONTENTS

<i>Cover Letter</i>	<i>1</i>
<i>1. PPL, Inc.'s Qualifications and Experience in Superintendent/ President and Other Community College CEO Searches</i>	<i>5</i>
<i>2. Detailed List of Services Provided In a Full Search</i>	<i>7</i>
<i>3. Brief Descriptive Summary of Scope of Search Services to be Performed and Suggested Search Timeline</i>	<i>9</i>
<i>4. Overview of Executive Coaching, Support and Transition Services for the New CEO: Interim CEO Placements if Needed</i>	<i>13</i>
<i>5. Names & Brief Bios/Resumes of Consultants to be Assigned</i>	<i>14</i>
<i>6. Availability throughout the Search Process</i>	<i>15</i>
<i>7. Fees for Full Search and Estimated Fees for New CEO Support Services</i>	<i>15</i>
<i>8. PPL Consulting Services Not Listed in the Proposal</i>	<i>16</i>
<i>Appendix A: Condensed List of Executive Searches Since 2018</i>	<i>17</i>
<i>Appendix B: PPL, Inc. References</i>	<i>17</i>

1. PPL, Inc.'s Qualifications and Experience in Superintendent/President and Other Community College CEO Searches

PPL's sole focus is advancing the interests of West Kern Community College District in the search and selection process for the new Superintendent/President that is aggressive, fully open, and fair. Extensive recruitment is designed to cast the net as broadly as possible but, more importantly, to focus on those communication channels that are likely to generate an applicant pool rich in experience and skills that meet the District's needs. PPL search efforts ensure the pool reflects diversity, equity, and inclusion in all aspects. The successful pursuit and delivery of diverse pools is reflected in lists of finalist candidates forwarded to the Boards of Trustees in recent searches. PPL consultants will provide all necessary and timely support and assistance to the Board of Trustees, Human Resources Department, and Screening Committee throughout the entire process.

PPL uses its networking, in both California and nationally, to actively seek out prospective applicants its consultants believe would make suitable candidates for the position. PPL contacts individuals who are currently looking to advance themselves professionally. Additionally, PPL approaches those who are prepared for the next career move, seemingly a good match for the position, but are not necessarily looking to move from their current positions. PPL's recent CEO applicant pools have yielded the following data:

- 30-50 applicants who meet MQs.
- 40-60% candidates from underrepresented groups
- 25-40% women
- 25-30% from out-of-state

Retention of new CEOs has always been a high priority of PPL, Inc. PPL consultants provide continuous assistance to District search committees and Boards of Trustees throughout the search process in identifying candidates that best meet the needs of the District. This is done through aggressive and targeted recruiting, continuous support and assistance to the Human Resources Department and the Search Committee, careful and thorough screening, and in-depth reference checking. The firm also provides support for the Trustees during their interviews, final deliberations, contract negotiations, and finally with new CEO orientation and on-boarding support. PPL carefully tracks CEO placements. Of the placements made by PPL from 2001 through 2016, the average longevity in the position was over six (6) years. Of the CEO placements by PPL since 2017, 18 of the 26 are still in their positions. In addition, PPL has not experienced any failed searches.

Diversity, equity, and inclusion are consistently emphasized. Implicit bias and the importance of inclusion are frequently addressed throughout the search and selection process, but particularly so in the recruiting and advertising phases. PPL co-owners also maintain awareness of initiatives focused on enhancing the diversity of applicant pools in the community colleges and participate in those initiatives, particularly in the recruitment and advertising, as appropriate. For example, in the past, PPL President/Co-Owner Benjamin Duran and PPL Vice President/Co-Owner Robert Griffin, were invited by the California Community Colleges System Office to participate in an initial meeting regarding Equal Employment Opportunity and Faculty Diversity. Subsequently, Dr. Duran served on a related CCC System Office Webinar panel. Dr. Duran is a member of COLEGAS, the newly established community college organization dedicated to networking of Latino/a professionals. As Executive Director of the Central Valley Higher Education, he is also being consulted by the

Governor's Postsecondary Council Higher Education Taskforce for Recovery with Equity. In his capacity he is leading virtual conversations around equity and racial and social justice with Central Valley college and university CEOs.

If virtual meetings during the Superintendent/President search process are required, such meetings via Zoom or Microsoft Teams can be facilitated by PPL consultants in coordination with the District's IT Department. Utilizing virtual interviews, particularly at the first level, opens the search to a wider candidate pool allowing candidates from out-of-state an opportunity to be interviewed. However, if the search and screening process calls for first level interviews to be in person, PPL can assist with this process as well.

As mentioned previously, PPL is one of the preeminent community college search companies in California; many community college districts have used PPL services. Over the past three years, PPL Inc. successfully completed seventeen Chancellor, Superintendent/President, and College President searches. It should be noted that many districts have used the company multiple times over the years. The firm is proud of the repeat business the company experiences due to its consistent, high-quality service. A condensed list of PPL executive searches since 2018 can be found in Appendix A at the end of this proposal. Appendix B provides a list of references from other client college districts that PPL, Inc. has served.

More about PPL, Inc.

PPL, Inc. includes eight Equity Partners who serve as search consultants and are permanent employees of the company. The company also includes four Senior Associates and several co-owner Emirati who serve as search consultants in tandem with Partners assigned to a search contract.

Physical address of the company is:
1200 Winnemucca Ave
South Lake Tahoe, CA 96150

Mailing address of the company is:
PO Box 17457
South Lake Tahoe, CA 96151

While the company's physical office is located in South Lake Tahoe, PPL partners and senior associates are located throughout California. The consultants assigned to this search live and work from their home offices which are located in Central and Southern California.

Jim Riggs and David Viar are the primary consultants that will be assigned to the WKCCD Superintendent/President search. Their contact information is as follows:

Jim Riggs, email: jriggs@pplpros.com Cell: (209) 559-6550
David Viar, email: dviar@pplpros.com Cell: (916) 833-1764

Generally, PPL consultants are available seven days a week from 7:00AM to 9:00PM. One or both consultants assigned to this search will respond within 24 hours to inquiries when requested.

2. Detailed List of Services Provided In a Full Search

To pursue an effective process, PPL partners with the District to customize the search and selection incorporating support to the institutional leadership, including the Governing Board, Human Resources, Information Technology, Research, Public Information, and the Search Committee.

Professional, technical, and administrative support and guidance including initial organization and development of search process customization

PPL and the District design the search process together, working closely with Human Resources, to ensure that District policies and procedures are followed, and the search timelines are adhered to. PPL consultants work with the Board and the District to determine the ideal leadership needed to enhance the District's strengths, meet the challenges, and seek the opportunities that will forward its mission. The consultants further confer with District constituent groups in developing meaningful evaluation criteria that lead to positive selection processes and outcomes. To support that process, PPL works with the members of the Governing Board and Search Committee to come to consensus on qualifications and characteristics of an ideal candidate for final recommendation to the Board of Trustees. The Aspen Institute's document "Renewal and Progress: Strengthening Higher Education Leadership in a Time of Rapid Change" provides guidance with understanding the type of leaders needed to guide our nation's colleges. With a particular focus on "Defining the Challenge: The Evolving Job Description of the College Presidency," PPL carefully surveys the District's and College leadership, the constituent groups, and the surrounding communities' expectations while facilitating discussions to consider the qualifications and competencies needed in the next Taft College Superintendent/President. PPL consultants work with the Search Committee, Human Resources and Board designee(s) to establish agreed upon procedures that ensure the search and appointment of a new Superintendent/President is completed expeditiously, effectively, and with appropriate confidentiality.

Marketing strategies, position announcement and advertisement

The announcement, approved by the Board of Trustees or designee, describes the District environment, current issues, qualifications and characteristics of the ideal candidate, the search and selection process, and instructions as to how to apply. A Superintendent/President search website is developed, in cooperation with representatives of the District (e.g., Human Resources, Research, Information technology, Public information). Webpages announce the vacancy, link the user to an on-line application portal, describe the position, provide information about the District, and give a flavor for the communities served by the institution. This on-line tool will enable each prospective applicant to conduct a thorough review of this professional opportunity.

Recruitment of candidates

Beyond the standard initial outreach by PPL and WKCCD Human Resources, using the California Community College System Registry and distribution lists for key executive positions in the 116 colleges and 72 districts, PPL conducts an extensive national recruitment campaign. PPL's experience and current Co-owners' and Associates' presence in the community college environment provide a network of connections that enhance the recruitment process. The

extensive number of executive searches in which PPL has been involved over the past 15 years has generated a list of many prospective applicants, both in California as well as across the nation. For example, the list contains individuals in executive positions at community colleges in all parts of the country that have distinguished themselves by being recognized for honors by the American Association of Community Colleges and The Aspen Institute.

PPL remains well-networked within the California community college system. The firm has supported professional associations and/or their conferences through corporate sponsorships—Association of California Community College Administrators, Community College League of California, California Community Colleges (CCC) Chief Human Resources Officers, CCC Chief Instructional Officers, CCC Chief Student Services Administrators—and one or more owners often attend conferences of these professional associations. Workshop sessions at these conferences are led by PPL co-owners from time to time, as are sessions at other conferences, such as those of the National Community College Hispanic Council's Fellows Program, and at sessions of the Los Angeles CCD Presidents and Vice Presidents Academies and UCLA's Educational Leadership Program.

Besides the efforts above, PPL also works with the District's Office of Human Resources, Marketing, and other appropriate offices to advertise the position in state and national sites that have a proven track record in the executive search environment.

PPL consultants facilitate the search committee process in compliance with the Brown Act, applicable laws, and hiring policy and procedures. Consultants also provide evaluation tools for screening/interviews, final recommendations. Consultants discuss any relevant Brown Act implications and applicable laws with the Committee and ensure compliance within the context of the Committee's work to be completed. Confidentiality is a focus, in the beginning and throughout the process. PPL uses its experience and resource materials to assist the Search Committee and, subsequently, the Board of Trustees to create search procedures and tools carefully designed around criteria identified in the announcement. PPL consultants consistently remind the Search Committee about the criteria that were set for making such evaluations and assure, along with the District's EEO representative, that the dialogue is focused on those criteria.

Prior to the Search Committee members' access to the applicant files for screening, potential interview questions are developed with its members based on the established qualifications and ideal characteristics as evaluation criteria. Further, the consultants work with the Search Committee to consider the length of time for each interview, the number of questions given the amount of interview time, and procedures for the interview day activities.

Once the Search Committee concludes screening, interviewing, and deliberating, the Consultants facilitate the Committee's final discussions to determine the finalist candidates to recommend for the Governing Board's consideration.

The extent to which virtual meeting environments persist, PPL consultants are experienced in delivering online services to support District HR, the Search Committee, and Board of Trustees in a successful search and hiring process.

Thorough media checks (first level candidates) and background checks (finalist candidates)

The quality of PPL's performance in conducting background checks consistently earns the respect and gratitude of its clients. The only individuals assigned to do PPL background checks are PPL consultants who are experienced California community college executive leaders; this work is never outsourced. PPL consultants well understand the California community colleges and many of the people who work in them. Consultants are able to use their knowledge, experience, and network to effectively pursue research in this regard. Typical confidential background checking calls often take well in excess of 40 minutes and are made to anyone who can attest to the candidate's leadership qualities and experience. Between the references provided by the candidate and other contacts sought, it is common for over 15 calls to be completed and be representative of a broad array of constituent groups (e.g., trustees, supervisors, faculty, support staff, direct reports, peer administrators, and community members). PPL will prepare and present the summaries to the Board of Trustees or designee.

Coordinate Candidate Forums; tools for final interviews; selection, and contract

PPL consultants, working with Human Resources staff, will coordinate candidate forums in a manner that provides appropriate scheduling of times and announcements for the community to be involved; PPL consultants are experienced in coordinating virtual candidate forums. Postings of the candidate forums, with agendas (in the time required), and minutes will be done according to the Brown Act.

PPL consultants are available to assist planning the final interviews. Consultants will be present to support the Board of Trustees interview process, and, as needed, Board of Trustees may confer with these consultants in its decision regarding a potential appointment of a finalist candidate. PPL will provide recent salary data of similar positions and, when requested, PPL can also assist with negotiations and appointment of the Superintendent/President candidate by the Board of Trustees.

3. Brief Descriptive Summary of Scope of Search Services to be Performed and Suggested Timeline

(Responsible Parties in Parentheses)

Support and assistance to the WKCCD Board of Trustees [BoT], Human Resources [HR] & Search Committee [SC]

Initial and Preparatory Activities for the Search

- Conduct workshop to share expectations and launch search (BoT, HR & PPL)
- Assist to maintain steady progress using the agreed upon timeline (HR, SC & PPL)
- Identify Search Committee members and Committee Chair (BoT & PPL assistance)
- Identify support services for Search Committee logistics (HR & PPL)
- Establish communication processes (BoT, HR, Public Affairs, IT etc. & PPL)
- Orient Search Committee—role, responsibilities, confidentiality and other EEO practices (HR & PPL)

Development and advertisement of the announcement

- Initially identify District Strengths/Challenges, Minimum Qualifications, Desirable Qualifications, Ideal Characteristics (BoT & PPL)
- Further identify above for final proposed search announcement and search website (HR, SC & PPL)
- Finalize announcement and website content—compensation, travel allowance, etc. (BoT, HR with PPL assistance)
- Approve draft announcement and website content (BoT)
- Identify advertising media plan within District’s budget (HR & PPL)
- Production of search website (HR, Public Affairs, IT etc. & PPL)

Work with District to compile a list of suitable target candidates

- E-mail to CCC distribution lists—CEO, CIO, CSSO, CBO, CHRO, etc. (WKCCD HR)
- Identify target candidates and facilitate their consideration of the position (PPL)

Confidential personal recruitment

- Contacts through leaders of professional associations, conferences, etc. (PPL)
- Contacts with database of prospective applicants (PPL)
- Contacts with selected successful executives not currently job searching (PPL)
- Contacts with coordinators of university higher ed. leadership programs (PPL)
- Respond to confidential inquiries regarding the position, College, District, community, etc. (PPL)

Interview, candidate forums

- Receipt and processing of application materials (HR, with PPL assistance)
- Develop application screening & interview materials (HR, SC, & PPL)
- Determine adequacy of applicant pool—number, quality, diversity (HR, with PPL assistance)
- Identify applicants for first level interview from application screen ranking results (HR, SC, with PPL assistance)
- Identify interview site, whether physical or virtual (HR, with PPL assistance)
- Invite interviewees and communicate logistics (HR, with PPL assistance)
- Respond to confidential inquiries regarding interview process (PPL)
- Conduct interview day activities (HR, SC & PPL)
- Identify candidates to recommend for finalist interviews, forums (SC, with PPL assistance)
- Determine adequacy of finalist pool (BoT, HR, with PPL assistance)
- Invite finalists for interviews and forums and communicate logistics (HR, with PPL assistance)
- Plan forum structure and related logistics, whether physical or virtual (BoT, HR & PPL)
- Conduct finalist interviews and forums (BoT & PPL)

In-depth background checks

- Confirm background check call protocol (BoT& PPL)
- Conduct representative social/other media review (PPL)
- Secure clearances from candidates to do background checks (HR, with PPL assistance)
- Conduct in-depth background checks on finalists (PPL)
- Prepare and present background check summaries (PPL)

- Secure consumer credit check reports if desired (HR)
- DOJ background check as required (HR)

Assist with final selection and negotiations with selected candidate

- Discuss final interviews, forums, background check results (BoT & PPL)
- Review competitive salary data and CEO contract provisions (BoT representative, with PPL assistance)
- Preparing college-wide and public announcement about the new CEO appointment (BoT, Public Affairs & PPL)

Orientation, On-Boarding, Transition Services and Support for New CEO (Final List of Activities to Be Determined)

Suggest Timeline for the West Kern Community College District Superintendent/President Search for a Projected Start Date of June 2024

Major Task	Dates
Board Approves PPL, INC. as Search Firm	July/August 2023
SPECIAL MEETING/WORKSHOP OF THE BOARD <ul style="list-style-type: none"> • Review and Plan the Search Process • Board adopts Tentative Timeline, and Search Committee Roles and Responsibilities • Designate the Process for Establishing a College-wide S Committee • Filling of Search Committee Commences – Board Determines Process for Appointing Community Representatives if desired – Constituent Groups Appoint Members 	August/September 2023 after the Agreement is Approved
PPL Consultants Meet with Key Staff from Human Resources, Public Affairs, IT to discuss: <ul style="list-style-type: none"> • Roles and Responsibilities of PPL and District Staff • Search Process • Development of Search Website • Recruitment Plan • Process for Selecting Screening Committee Members • Other Preliminary Issues to Starting the Search 	August/September 2023
UPDATE TO THE BOARD	October 2023 Board Meeting
FIRST MEETING OF THE SEARCH COMMITTEE <ul style="list-style-type: none"> • Mandatory Committee EEO/Hidden Bias Training • Review Committee Role and Responsibilities 	TBD – Early to mid-Fall

<ul style="list-style-type: none"> • Review Search Timeline • Discuss screening Criteria/Process of the Committee • Review and Sign Confidentiality Statement 	
<p>Forums for Community/College District Staff Input on Personal and Professional Characteristics for the New Superintendent/ President and District Strengths and Opportunities</p> <p>**if desired**</p>	TBD – Fall 2023
<p>SECOND MEETING OF THE SEARCH COMMITTEE</p> <ul style="list-style-type: none"> • Review Input from Forums • Review Draft Personal and Professional Characteristics for the New S/P • Review Draft District Strengths and Opportunities • Review Draft Search Website if available • Review Updated Timeline for the Search 	TBD and scheduled at initial meeting of the Committee
<p>PPL Consultants Work with HR/IT/ Public Affairs Staff to Finalize Draft of Position Announcement and Search Website</p>	September 2023
<p>MEETING WITH BOARD OF TRUSTEES</p> <ul style="list-style-type: none"> • Board Adopts Position Announcement/Search Website • Board Adopts Minimum and Desirable Qualification, Ideal Characteristics and Strengths and Opportunities of the District 	October 2023
<p>Finalize Search Website and Recruitment Plan</p>	October 2023 TBD
<p>LAUNCH FORMAL SEARCH</p> <p>Open Application and Recruitment Period</p>	November/December TBD
<p>THIRD MEETING OF SEARCH COMMITTEE</p> <ul style="list-style-type: none"> • Finalize application screening criteria and application screening rating form • Finalize interview questions, interview rating form, and interview process 	Early 2024 TBD
<p>SEARCH COMMITTEE REVIEW OF APPLICATIONS</p> <p>Committee given access to electronic candidate applications</p> <p>Search Committee members individually rank candidates</p>	TBD by HR
<p>FOURTH MEETING OF SEARCH COMMITTEE</p> <p>Selection of candidates to interview/final review of interview process</p>	TBD

PPL Consultants begins first level media checks on candidates	Once semifinalists are identified
Board Orientation and Determination of Finalist interview process	TBD
First Level Interviews with Search Committee	TBD
Selection of Finalists/ PPL Consultants begins Background Checking Process	After last interview
FINALISTS ON CAMPUS FOR: <ul style="list-style-type: none"> • Special Board meeting for Interviews with the Board • PPL delivers reference reports on finalists to the Board • Open Community/College Candidate Forums • Campus Tours • Meeting with Key Constituent Group Leaders if desired • Other Finalist Selection Process Activities 	TBD
Board Identifies Successful Candidate	Following Finalist Interviews and Selection Process
Finalize Employment Contract, Board Representative with assistance from PPL consultants	TBD
Appointment of the Chancellor regular Board Meeting	April or May, 2024 Regular Board meeting
New Superintendent/President to start on or around June 1, 2024, as mutually agreed with the Board	January 1, 2024

4. Overview of Executive Coaching, Support and Transition Services for the New CEO; Interim CEO Placement if Needed

Both Drs. Riggs and Viar as well as other PPL consultants have had a successful history of providing executive coaching, support and transition services for new CEOs; this includes working with Boards and Trustees and the CEO in identifying appropriate roles and responsibilities in the leadership and governance of the College. While these services can take different forms, PPL recommends as a minimum, the following activities to help support the new CEO through the first year.

- Identify BoT initial priorities for the new CEO through survey and interviews. (PPL)
- Facilitate an on-boarding/priority and goal setting workshop/retreat with new CEO and BoT (PPL in conjunction with BoT President or Board Committee)
- Provide ongoing coaching for CEO as needed (PPL)
- Six Month Follow up Workshop with CEO and BoT (PPL, in conjunction with BoT President or Board Committee)
- Assist with BoT evaluation of CEO if desired. (CEO, Board President or Board Committee and PPL)

If the Board of Trustees wishes to have Drs. Riggs and/or Viar, or other PPL consultants, provide these or other support activities for the new CEO, it is suggested that a separate proposal be developed in consultation with the new CEO and Board of Trustees regarding the specific support services and activities desired.

PPL, Inc. is the leader in placements of interim executives for California Community Colleges. If needed, PPL can provide the Board of Trustees with resumes for qualified and available individuals who may be interested in serve as interim Superintendent/President. The standard fee for this service is 15% of the base salary for the interim.

5. Names & Brief Bios/Resumes of Consultants to be Assigned

Dr. Jim Riggs, PPL Vice-President

Dr. Jim Riggs has an extensive background in community college leadership, organizational development, institutional effectiveness, and instruction. He retired in June 2020 as a full professor at California State University, Stanislaus where he taught in the University's Doctoral Program in Educational Leadership for 12 years. Jim has served in numerous community college leadership positions including 10 years as the president of Columbia College and one year as the Interim Superintendent/President at Glendale Community College. He has worked at community colleges in four states and held leadership posts including Vice President of Education and Student Services, Executive Dean, Associate Dean of Instruction/ Extended Education, and Campus Director.

Jim began his career as a music and humanities instructor at a small community college campus in North Central Washington. He has published several articles and case studies on issues related to community college leadership, organizational transformation, and student success; and he was awarded the prestigious Patricia Cross Papers Fellowship in 2016. Jim joined PPL, Inc. as an Associate in 2015 and became one of the two Vice Presidents for Northern California at the beginning of 2019. He has consulted with a number of community colleges throughout California on issues related board of trustee development, new CEO on-boarding and support, strategic planning, leadership development, institutional effectiveness, and organizational change, as well as being very involved with executive searches.

Dr. David Viar, PPL Vice-President

Dr. David Viar served for 45 years as CEO of community college organizations serving community college governing boards and college administrators in Illinois, California and nationally (Illinois Community College Trustees Association, California Community College Trustees Association, Association of Community College Trustees, and the Community College League of California) as well as American River College president and Glendale Community College Superintendent/President. He has facilitated and consulted for over 175 governing board retreats on boardsmanship, board/CEO relations, board and CEO evaluations, strategic planning, and goal setting.

As CEO of the Community College League of California in the 1990s, David partnered with the State Academic Senate to assist local college districts in implementing and fulfilling the intent of shared governance as established in state legislation (AB 1725). Viar served as member of 30 statewide committees of the California Community Colleges addressing a wide range of issues related to

education policy, state budget, governance, vision and planning, legislation, marketing, and diversity and equity.

6. Availability throughout the Search Process

Although Drs. Riggs and Viar will be assigned as the primary leads for the WKCCD search, the entire PPL team of consultants are made aware of the search and are enlisted to support the work of the lead consultants. A two-consultant team is assigned to ensure that if for whatever reason one of the consultants is unavailable the others will be. In addition, if for any unforeseen reason one of the lead consultants is unable to continue with the search, another PPL partner will seamlessly assume the responsibilities to continue the search process.

If during this search process it becomes acceptable and desired to have the consultants meet in person at the College with the screening committee, District staff or Board of Trustees, the consultants can easily make the commute to the Taft College campus.

7. Fees for Full Search and Estimated Fee for New CEO Support Services

For a Full Executive Search as outlined in this Proposal

PPL will conduct the entire scope of search services for a total amount that includes all professional services of the consultants and all necessary campus and virtual meetings as stated above.

• Search and Selection Services	\$32,000
• Travel Reimbursement Limit (Not to Exceed)	<u>\$ 4,000</u>
TOTAL:	\$36,000

Reimbursement for Reasonable and Necessary Expenses for the Search

Consultant travel expense reimbursements by the District, to include current IRS allowable mileage, hotel accommodations, and appropriate meals. This also includes any necessary support expenses including mailings, copying and other adjunct expenses associated with the search. Note: expense reimbursements will not exceed \$4,000 and may be less if some meetings are held virtually via Zoom or other teleconferencing platform.

PPL, Inc. Billing Practices

PPL's preferred billing practice for executive searches include a single invoiced payment for the entire search at the completion of the search and selection services. Payment of fees is expected within 30 days of receiving the invoice from PPL. Reimbursement for expenses is done on a monthly basis.

For Executive Coaching and Transition and Support Services Listed Above

Depending on the length of the workshops/retreats and detailed activities, of the other related proposed services, it is estimated that the fees for these services will run between \$22,000 and \$32,000 plus necessary expenses.

8. PPL Consulting Services Not Listed in the Proposal

PPL, Inc. provides a large number of consulting services and placement services that are not included in this proposal. For over four decades, PPL has been recruiting, screening and placing interim CEOs and other executives in community colleges throughout California. PPL partners and consultants remain current on critical issues and initiatives within the California Community College system and nationally and provide a wide variety of support and consulting services to colleges and college districts. These include but not limited to strategic master planning, accreditation support, executive coaching and leadership development, strengthening institutional effectiveness, educational program assessment, and improving governance processes.

APPENDIX A

CONDENSED LIST OF EXECUTIVE SEARCHES SINCE 2018

- Mt. San Antonio Community College District – Martha Garcia ('23)
- South Orange Community College District – Julianna Barnes ('22)
- Glendale Community College District – Ryan Corner ('22)
- Los Angeles Harbor College, Los Angeles Community College District – Luis Dorado ('22)
- Fresno City College, State Center Community College District – Robert Pimentel ('22)
- San Joaquin Community College District – Lisa Lawrenson ('22), Omid Pourzanjani ('19)
- Napa Valley Community College District – Torrence Powell ('22)
- Butte Community College District – Virginia Guleff ('22)
- Antelope Valley Community College District – Jennifer Zellet ('22)
- Long Beach Community College District – Michael Munoz ('21)
- State Center Community College District – Carole Goldsmith ('21)
- Coalinga College, West Hills Community College District – Carla Tweed ('21)
- Citrus Community College District – Greg Schulz ('21)
- El Camino Community College District – Brenda Thames ('21)
- Kern Community College District – Sonya Christian ('21)
- Coastline College, Coast Community College District – Vince Rodriguez ('21)
- Cerro Coso College, Kern Community College District – Sean Hancock ('20)
- Irvine Valley College, South Orange County Community College District – John Hernandez ('20)
- Los Angeles Valley College, Los Angeles Community College District – Barry Gribbons ('19)
- Rancho Santiago Community College District – Marvin Martinez ('19)
- Modesto Junior College, Yosemite Community College District – James Houpis ('19)
- Porterville College, Kern Community College District – Claudia Lourido Habib ('19)
- Copper Mountain Community College District – Daren Otten ('19)
- Pasadena Area Community College District – Erika Endrijonas ('19)
- Hartnell Community College District – Patricia Hsieh ('19)
- Victor Valley Community College District – Daniel Walden ('19), Roger Wagner ('14), Patricia Spencer ('03)
- Rio Hondo Community College District – Arturo Reyes ('19)
- Los Angeles Southwest College, Los Angeles Community College District – Seher Awan ('18)
- Columbia College, Yosemite Community College District – Santanu Bandyopadhyay ('18)
- Contra Costa College, Contra Costa Community College District – Katrina VanderWoude ('18)
- San Luis Obispo County Community College District – Jill Stearns ('18)
- Diablo Valley College, Contra Costa Community College District – Susan Lamb ('18)
- Cabrillo Community College District – Matt Wetstein ('18)

APPENDIX B

PPL, INC. REFERENCES

- #1 Scope of Work:** Superintendent/President Executive Search Services – Completed in 2022 with the appointment of Dr. Ryan Cornner
- Contact:** **Board President Dr. Armine Hacopian**
Address: Glendale Community College District
1500 Verdugo Road
Glendale CA
Email: hacopian@glendale.edu or hacopianforgcc@gmail.com
Phone: (818) 281-1611
- #2 Scope of Work:** Superintendent/President Executive Search Services – Completed in 2021 with the appointment of Dr. Greg Schulz
- Contact:** **Trustee Laura Bollinger**
Address: Citrus Community College District
1000 W. Foothill Blvd.
Glendora, CA 91741
E-mail: lbollinger@citruscollege.edu
Phone: (626) 914-8821 (Secretary to the BoT, Christine Link, to contact Bollinger)
- #3 Scope of Work:** Chancellor Executive Search Services – Completed in 2021 with the appointment of Dr. Carole Goldsmith
- Contact:** **Trustee Annalisa Perea**
Address: State Center Community College District
1171 Fulton Street
Fresno CA 93721
Email: annalisa.perea@qkinc.com
Phone: (559) 287-5593
- #4 Scope of Work:** Superintendent/President Executive Search Services – Completed in 2022 with the appointment of Dr. Lisa Lawrenson and in 2019 with Dr. Omid Pourzanjani
- Contact:** **Trustee Janet Rivera & Trustee Dr. Charles Jennings**
Address: San Joaquin Delta Community College District
5151 Pacific Ave.
Stockton, CA 95207
E-mail: jrivera@deltacollege.edu
Phone: (209) 401-9903 (Rivera)
E-mail: cjennings@deltacollege.edu
Phone: (209) 610-1200 (Jennings)

#5 Scope of Work: Campus President Executive Search Services—Completed three president searches with the appointment of Dr. Luis Dorado – Los Angeles Harbor College (LAHC) in 2022; Dr. Barry Gribbons – Los Angeles Valley College (LAVC) in 2019; and Dr. Sehar Awan – Los Angeles Southwest College (LASWC) in 2018

Contact: **Chancellor Francisco C. Rodriguez**
Address: Los Angeles Community College District
770 Wilshire Boulevard
Los Angeles, CA 900017
E-mail: rodrigf@email.laccd.edu
Phone: (213) 891-2201

#6 Scope of Work: Campus President Executive Search Services-Completed search with the appointment of Dr. Robert Pimentel- Fresno City College in 2022.

Contact: **Chancellor Carole Goldsmith**
Address: 1171 Fulton St.
Fresno, CA 93721
Email: Carole.Goldsmith@scccd.edu
Phone: (559) 596-2520 / Mobile (907) 6653

#7 Scope of Work: Campus President Executive Search Services-Completed one president search with the appointment of Dr. Carla Tweed – West Hills College, Coalinga College in 2021

Contact: **Chancellor Kristin Clark**
Address: 275 Phelps Avenue
Coalinga, CA 93210
Email: kristinclark@whccd.edu
Phone: (559) 934=2131 / Mobile (714) 309-0466

#8 Scope of Work: Superintendent/President Search Services – Completed 2022 with the appointment of Virginia Guleff

Contact: **Trustee Bill McGinnis**
Address: 3536 Butte Campus Dr.
Oroville, CA 95965
Email: bmcginnis@butte.edu
Phone: (530) 343-9508

#9 Scope of Work: Superintendent/President Executive Search Services – Completed in 2019 with the appointment of Dr. Erika Endrijonas

Contact: **Trustee Linda Wah**
Address: Pasadena Area Community College District
1570 E. Colorado Blvd.
Pasadena, CA 91103
E-mail: lswah@sbcglobal.net
Phone: Personal Cell: (626) 407-6130

#10 Scope of Work: Superintendent/President Executive Search Services – Completed in 2018 with the appointment of Dr. Daniel Walden

Contact: **Trustee Brandon Wood**

Address: Victor Valley Community College District
18422 Bear Valley Rd.
Victorville, CA 92395

E-mail: bwood@vvccd.edu

Phone: Personal Cell: (714) 856-5902 (text first before calling)

#11 Scope of Work: Chancellor Search Services – Completed 2021 with appointment of Dr. Sonja Christian; College President Search Services (2) – Completed 2019 & 2020 with the appointment of Dr. Claudia Habib (Porterville College) and Sean Hancock (Cerro Coso Community College. Kern Community College District; Vice Chancellor Search Services (3) 2022; Vice President Search Services (2) 2022

Contact: **Former Chancellor Thomas Burke & Trustee Kay Meek**

Address: Kern Community College District
2100 Chester Avenue
Bakersfield, CA 933301

E-mail: tburke@kccd.edu

E-mail: kay.meek@kccd.edu

Phone: (661) 336-5104 (Christian)

Phone: (661)747-2770 (Burke)

Phone: (661) 301-2282 (Meek)

#12 Scope of Work: Superintendent/President Executive Search Services —Completed in 2019 with the appointment of Dr. Daren Otten

Contact: **Trustee Greg Gilbert**

Address: Copper Mountain Community College District
6162 Rotary Way
P.O. Box 1398
Joshua Tree, CA 92252

E-mail: greggilbertcmc@roadrunner.com

Phone: Please contact Chrisandra Kauffman, Executive Assistant to the Superintendent/President, to reach Mr. Gilbert. Her contact number is (760) 366-3791 ext. 544; email: mailto:ckauffmann@cmccd.edu



Community College Search Services

July 12, 2023

Brock McMurray
Interim Superintendent/President
West Kern Community College District/Taft College
29 Cougar Court
Taft, California 93268

Dear Superintendent/President McMurray:

This packet is a proposal in response to your request to Community College Search Services (CCSS) to assist the District in its search for the next Superintendent/President for the West Kern Community College District/Taft College.

This proposal summarizes the services we provide, contact information for past clients, resumes for the consultants assigned to this project, a list of successfully completed searches and professional references.

Over the past several years, we assisted some of the following Districts in their searches for new Chancellors or Superintendent/Presidents:

- Superintendent/President, Monterey Peninsula College
- Superintendent/President, Mendocino-Lake CCD
- Chancellor, San Jose Evergreen CDD
- Chancellor, North Orange Community College District
- Chancellor, Coast Community College District
- Superintendent/President, Southwestern CCD
- Superintendent/President, Gavilan JCCD
- Superintendent/President, College of the Desert
- Superintendent/President, Hartnell CCD
- Superintendent/President, Siskiyou JCCD
- Chancellor, San Mateo County CCD

As a result of this work, we have developed a pool of qualified potential candidates as well as the knowledge of successful recruitment and selection practices for searches conducted both on campus and remotely.

Our staff includes six search consultants, a database and computer specialist, and four reference consultants. All search consultants are former community college presidents, superintendent/presidents, and/or chancellors, and all will assist in recruiting candidates for the next Superintendent/President of Taft College. Dr. Will Lewallen will serve as the lead Search Consultant. Dr. Lewallen served as the Superintendent/President of Hartnell College for over seven years. Dr. Robin Calote will serve as the Reference Report Coordinator. She served as the President of Ventura College for nine years and has conducted well over 400 comprehensive reference reports. Resumes are included in this packet.

CCSS is most qualified to conduct this search. In addition to facilitating in person searches, we have conducted CEO searches remotely due to health restrictions, using Zoom to recruit candidates, facilitating Screening Committee meetings, facilitating interviews, meeting with Boards, and facilitating District-wide Open Forums. We are happy to return to the in-person formats.

At CCSS, we pride ourselves on tailoring searches to meet a client's needs and preferences. We would be pleased to answer any questions you may have about our work and to discuss any modifications you would like to make in the process in this proposal.

We are ready to begin work on this search at your convenience and can accommodate the suggested search timeline (or something similar) that is delineated in this proposal.

We appreciate this opportunity to submit a proposal to assist you with this important activity.

Respectfully submitted,

A handwritten signature in black ink that reads "Joan E. Smith". The signature is written in a cursive, flowing style.

Joan E. Smith, Ed.D.
Managing Administrator, CCSS
(209) 566-5421
Joan.Smith@ccss.solutions



Community College Search Services

EXECUTIVE SEARCH PROPOSAL

SUBMITTED TO

WEST KERN COMMUNITY COLLEGE DISTRICT/TAFT COLLEGE

FOR

COMPREHENSIVE SEARCH SERVICES FOR SUPERINTENDENT/PRESIDENT

July 12, 2023

Community College Search Services (CCSS)
Federal Tax I.D. number 26-1110386
Business License or Registration number 069995-0 Ventura
Web address: www.ccss-us.net

Dr. Eva Conrad, Partner
(805) 660-1527
eva.conrad@ccss.solutions

Dr. Joan E. Smith, Managing Administrator
209.566.5421
joan.smith@ccss.solutions



Community College Search Services

EXECUTIVE SEARCH PROPOSAL

WEST KERN COMMUNITY COLLEGE DISTRICT/TAFT COLLEGE SUPERINTENDENT/PRESIDENT

Table of Contents

- A. CCSS qualifications: Distinguishing Characteristics
- B. Summary of Services: Description of CCSS Services (Methodology)
- C. Commitment to Education Excellence/Providing Equitable Opportunities for Historically Underrepresented and Marginalized Groups
- D. Community College Search Services (CCSS) Fee
- E. Brief Biographies of CCSS Consultants: Assigned Principals
- F. Timeline (Suggested/Sample)
- G. Availability for this project

Appendices

- A. References (additional)
- B. CEO Searches Completed by CCSS since 2014
- C. Resume for Dr. Joan Smith, Managing Administrator
- D. Resume for Dr. Will Lewallen, Lead Search Consultant for Taft College
- E. Resume for Dr. Robin Calote, Reference Report Coordinator
- F. Resume for Dr. Erlinda Martinez, Support Search Consultant
- G. Resume for Mr. Stan Carrizosa, Support Search Consultant



Community College Search Services

**EXECUTIVE SEARCH PROPOSAL
WEST KERN COMMUNITY COLLEGE DISTRICT/TAFT COLLEGE
Superintendent/President**

A. CCSS QUALIFICATIONS: Distinguishing Characteristics

Established in 1995, Community College Search Services (CCSS) assists community colleges in all aspects of recruiting and selecting executives. Our services include facilitating complete searches; facilitating portions of searches, such as recruiting candidates and preparing reference reports; recruiting and placing interim administrators; providing executive coaching; and conducting workshops for Boards of Trustees.

CCSS has successfully completed over **400 executive searches and services for community college administrators**. Refer to **Appendix B** for a list of the CEO searches that CCSS completed over the past eight years. The company is financially secure and carries its own liability insurance.

CCSS RECENT CEO SEARCHES: Clients and References, Completed in 2022

(1) Coast Community College District, Chancellor Search: Completed Spring 2022

Contact:

Dr. Marco A. Baeza, Vice Chancellor of Human Resources

mbaeza@cccd.edu

(714) 438-4707

(2) North Orange County Community College District, Chancellor Search: Completed Spring 2022

(3) North Orange County Community College District, President, Fullerton College: Completed Fall 2022

Contacts:

Dr. Byron Breland, Chancellor

BBreland@nocccd.edu

(213) 76011290

Irma Ramos, Vice Chancellor of Human Resources

iramos@nocccd.edu

(714) 808-4822

- (4) West Valley Mission Community College District, *Mission College President Search: Completed Spring 2022*

Contacts:

Dr. Bradley Davis, Chancellor

bradley.davis@wvm.edu

(408) 741-2421

Sean McGowan, Human Resources Specialist II

(408) 741-2174

Sean.McGowan@wvm.edu

- (5) Gavilan College (Gavilan Joint Community College District), *Superintendent/President Search: Completed Spring 2022*

Contacts:

Edwin Diaz, Board President

21edwindiaz@gmail.com

(408) 427-6424

Lucy Alvarez, Director of Human Resources

(408) 846-4964

lalvarez@gavilan.edu

- (6) College of the Siskiyous (Siskiyou Joint Community College District) *Superintendent/President Search: Completed Spring 2022*

Contacts:

Beverly Muelrath

Human Resources Analyst III

(530) 938-5271

bmuelrath@siskiyous.edu

Dr. Char Perlas, Superintendent/President

(530) 938-5248

cperlas@siskiyous.edu

(7) Hartnell College, Superintendent/President Search: Completed Spring 2022

Contact:

Dr. Michael Gutierrez, Superintendent/President

(831) 755-6900

migutierrez@hartnell.edu

Some of our unique and distinctive qualities as a search firm include the following.

- In recognition that all districts have unique needs and cultures, we tailor our searches to the institution. We take pride in our ability to be flexible. Any portion of this proposal can be modified to address a client's specialized needs.
- CCSS consultants respond immediately to any request or emergency.
- A team approach is used in all searches during all phases of the search, from recruiting through final interviews, to ensure that the client's needs are met.
- CCSS consultants communicate frequently with the client throughout the search process.
- CCSS recruits candidates within the state as well as nationally.
- CCSS consultants are available to provide advice on search-related issues, such as protocols for district forums and compliance with the Brown Act.
- All CCSS search consultants are retired community college presidents, superintendent/presidents and/or chancellors.

CCSS was at various stages of the search process with five CEO searches when public health precautions moved all operations online. CCSS consultants made the transition to virtual searches seamlessly and continued to demonstrate the distinctive qualities listed above. The timelines originally established/approved by the Chancellors or Board of Trustees of these Districts remained unaltered. CCSS consultants explained the new online formats and logistics to Chancellors, Boards, Search Committees, and Human Resources Departments to ensure that they were comfortable moving forward. Having stated the above, CCSS has been happy to integrate back to our in-person searches.

Over the past 5 years, CCSS has served **31 Districts in executive searches**.

To address the length of service of CEOs over the past five years; two executive recruitments by CCSS have been serving in their positions for approximately 5 years. Of the placements over the past (approximately) three-four years, all but three of the placements are still in their CEO assignments. Of those three individuals, one person moved from a Superintendent/President position to a Chancellor and the other two announced their retirement after three years of service. CCSS was asked in both instances to conduct the searches for their replacements, as good relationships were established with the districts during their searches.

A final unique characteristic of CCSS is **our guarantee**: If the Board decides to re-start the search process at any time for any reason, we will repeat the search for direct expenses only. If, for any reason, the Board is not satisfied with the outcome of the completed search, CCSS will undertake the search again for direct expenses only. Also, if the new Superintendent/President does not succeed in the first year, we will repeat the search for direct expenses only.

**B SUMMARY OF SERVICES: DESCRIPTION OF CCSS SERVICES (METHODOLOGY) &
C. COMMITMENT TO EDUCATIONAL EXCELLENCE/PROVIDING EQUITABLE OPPORTUNITIES FOR
HISTORICALLY UNDERREPRESENTED AND MARGINALIZED GROUPS**

The following describes the services that CCSS provides and the typical sequence of a comprehensive CEO search. This typical sequence and/or timeline may be modified in consultation with the Board of Trustees of the Kern Community College District/Taft College.

Throughout the search process, the Lead CCSS Search Consultant will provide regular updates to the Board and/or designee, attend all related meetings as needed, and work closely with the Taft College Human Resources Department.

The Search Consultant will work with the Human Resources Department to assist in their established processes. The Consultant will also work with Human Resources and Information Technology to establish a prominently placed web site to announce the Superintendent/President position opening/recruitment and to provide information about the position and the College.

Step #1: Consultation with the Board and Designees

The first steps in an executive search are to review the West Kern's Community College District's search and selection process and to identify the skills and characteristics that the Board of Trustees desires in the successful candidate. For these purposes, the consultant will facilitate initial meetings with the Board and/or designees, to:

- Clarify institutional priorities and leadership needs;
- Identify challenges and opportunities facing Taft College in the next five to ten years;
- Develop a description of the personal and professional characteristics sought in the ideal candidate for the position;
- Develop or confirm the steps in the search process; and
- Affirm the search timeline.

If requested by the Board, these initial consultations will include a town hall meeting to provide Taft College faculty, staff, administrators, and students with an opportunity to share their perspectives on the institutional priorities and to identify anticipated challenges and opportunities.

CCSS recommends that the information derived from these conversations be considered for

inclusion in the position announcement and serve as a basis for recruiting and evaluating candidates.

If requested by the Board, this first step will include training on best practices in selecting a CEO, the importance of confidentiality, and compliance with the Brown Act.

Step #2: Develop the Position Announcement

Based on the discussions with the Board and/or its designees and in compliance with Taft College processes, we will collaborate with the West Kern Community College District Human Resources Department to draft the position announcement for review. We will also assist the Search Committee in finalizing the position announcement (if that is the direction of the Board) and work with the Board for its approval.

Step #3: Recruit Candidates

CCSS will use the following processes to recruit candidates statewide and nationally:

- Solicit nominations of candidates from California community college chancellors, presidents, and other executive administrators and then directly contact all nominated candidates;
- Solicit nominations of candidates from approximately 8,500 community college senior administrators across the United States and then directly contact all nominated candidates;
- Recruit selected individuals from our firm's database who have the qualifications for and may have an interest in the position;
- Communicate with current and past community college executives from diverse backgrounds to seek recommendations that would strengthen the quality and diversity of the applicant pool;
- Solicit nominations of candidates from regional, state and national higher education constituency groups and contact all nominated candidates; and
- Contact potential candidates when we attend and/or present at community college conferences and leadership institutes.

These targeted recruiting efforts include extensive phone and/or Zoom meetings with prospective candidates. These recruitment strategies are in addition to the print and electronic advertisements that West Kern Community College District/Taft College will place in various online and print media. If requested, we will provide recommendations for the placement of national and regional advertising.

Throughout the recruitment period, the lead search consultant will keep the Board informed about the breadth and depth of the applicant pool.

Step #4: Facilitate Screening/Search Committee Meetings

We will facilitate all Screening/Search Committee meetings, including:

- Assist the Screening/Search Committee Chair in preparing agendas;
- Provide training on relevant regulations and best practices in selecting a Superintendent/President;
- Ensure that practices and processes safeguard confidentiality of the process and candidates; and
- Provide sample materials to assist the Search Committee in developing interview questions, screening applications, and ranking candidates during the interviews.

Step #5: Assist in Candidate Evaluation

We will assist the West Kern Community College District Human Resources Department and the Screening/Search Committee by:

- Reviewing all applications to ensure that candidates meet minimum qualifications;
- Providing materials and strategies to support the Screening/Search Committee's evaluation of the applications; and
- Facilitating Screening/Search Committee discussions that will lead to the selection of candidates for interviews.

Step #6: Facilitate Screening/Search Committee Interviews

We will coordinate the Screening/Search Committee interviews including:

- Provide recommendations on facilities, scheduling, and interview protocol;
- Arrange interview appointments with candidates and provide timely and pertinent information to candidates regarding interview logistics;
- Assist the Screening/Search Committee in the development of questions for the interviews;
- Ensure that the interview questions are congruent with the position announcement;
- Develop other materials for the interviews as needed, such as scoring sheets for the Screening/Search Committee to use during the interviews;
- Greet the candidates on the day of the interviews and introduce the candidates to the Screening/Search Committee;
- Observe the interviews and take notes as a potential resource for the Screening/Search Committee's discussions; and
- Provide strategies and techniques to assist the Screening/Search Committee dialogue during their deliberations to determine the finalists.

At the conclusion of the interviews the CCSS consultant will inform all candidates of their status and will brief the finalists on the next steps of the process.

Step #7: Prepare Comprehensive Reference and Background Reports on Finalists: (Candidate Background Process)

Prior to the Board's interviews of finalists, CCSS will prepare comprehensive in-depth background and reference reports on all finalists. These reports will enable the Board to select the new Superintendent/President with the confidence that they have complete and appropriate background information.

Comprehensive reference reports include interview results as well as factual information.

- Interviews
 - Interviews with professional colleagues who have worked with each finalist.
 - Interviews with colleagues that the finalists recommend that we contact as well as a number of colleagues who are not on the list provided by the finalists.
 - Interview questions are designed to obtain in-depth information about each finalist's job performance and management style.
- Additional information
 - An Internet search(es).
 - Status of final candidates' current employment.
 - Criminal and civil background checks.

Each comprehensive Reference Report is approximately 20 pages long and covers the information noted above. The finalists are asked to sign two documents: (1) Community College Search Services: Permission to Interview References Form and (2) Background Disclosure Release Form. Additionally, the finalists are asked to submit a list of 10-12 references. This list includes the references that they originally submitted when they applied, along with additional names. The candidates are made aware of the fact that in addition to the references that they submitted, CCSS will contact other individuals who are not on their reference list. Again, all of this information will provide the Board with a very complete background profile of each of the candidates.

Step #8: Facilitate Board Interviews

The CCSS search consultant will brief the Board on the salient reference information on each finalist and answer all questions regarding the Screening/Search Committee processes and evaluation.

If desired, we will support the final interviews by handling the logistics and assisting with interview questions and other materials that may be needed by the Board.

Finally, we will contact and inform the candidates not selected by the Board on their final status in this search process.

Step #9: Assist with Forums and/or Campus Visits for the Finalists

If a forum is desired, the CCSS search consultant will facilitate the process, including providing advice on the arrangements for the forum and the evaluation materials for staff and community participants. If the Board desires a site visit to the institution of the recommended candidate, we will coordinate the logistics for this visit.

Step #10: Assist with Contract Negotiations

If desired, we will assist the Board in contract negotiations with the successful candidate. As retired Chancellors, Superintendent/Presidents, and Presidents, all CCSS consultants have experience in contract development and will lend their expertise as needed at this step of the process.

APPLICANT DIVERSITY

Our reputation for fairness and our record on diversity recruitment is strong. We partially attribute our success to our volunteer efforts in developing and networking with community college administrators who aspire to become chief executive officers. We originated the mock interviews at the annual conference of the Association of California Community College Administrators (ACCCA). In addition, our consultants have made presentations on leadership issues at ACCCA, American Council on Education (ACE), American Association of Community Colleges (AACC), Association of Chief Business Officers (ACBO), League for Innovation Executive Leadership Institute (ELI), CCLC Asilomar Leadership Seminar, Kaleidoscope Leadership Program, ACE Fellows Seminar, and the annual ACCCA mentor program retreat.

Our diversity recruitment strategy includes the following:

- Contact community college CEOs nationwide to seek nominations for the open position.
- Emphasize that the District is seeking a diverse pool of candidates in all recruitment materials.
- Ask all CCSS consultants, including our associates in other states, to develop a list of strong and diverse candidates to contact about the open position.
- Contact CEOs of minority and women organizations to seek nominations for the open positions.
- Contact minority and women CEOs in California and in other states to identify potential candidates.
- Contact candidates who have participated in various leadership programs.
- Ensure that the print and electronic advertisements that the District will place in various online and print media includes content that will optimize diversity in the applicant pool.
- The search consultant will develop a recruitment process for the West Kern Community College District/Taft College.

- The plan will be revised with Human Resources focusing on Diversity, Equity, Inclusion, and Anti-Racism (DEIA).
- Actively work with community college organizations and other organizations to identify potential candidates from diverse backgrounds such as:
 - CCC CIOs-California Community Colleges Chief Instructional Officers (Diversity, Equity, and Inclusion Steering Committee)
 - CCC CCSSOs-California Community Chief Student Services Officers
 - CCC CEOs-California Chief Executive Officers
 - ACBO-Association of Chief Business Officers
 - HACU-Hispanic Association of Colleges and Universities
 - LULAC-League of United Latin American Citizens
 - A2MEND-African American Male Education Network and Development
 - COLEGAS-California Community Colleges Organization de Latinx Empowerment, Guidance, Advocacy for Success
 - NALEO-National Association of Latino Democratic Officials
 - AHSIE-Alliance for Hispanic Serving Institution Educators
 - NCCHC-National Community College Hispanic Serving Educators
 - NCCHC-National Community College Hispanic Council
 - NAACP-National Organization for Colored People
 - ACCCA-Association of California Community College Administrators
 - APAHE-Asian Pacific Americans in Higher Education

Of the twenty CEO searches for President, Superintendent/President and Chancellor positions from 2020-2022, (for CEO positions only), 14 of the 20 positions hired by districts were racial/ethnic minorities: African American- 3; Latinx-7; White-6; Asian American/Pacific Islander-3; Mixed Race-1. Thirteen of the new CEOs were male, and seven were female.

Finally, Community College Search Services (CCSS) is a minority-owned company. The firm is keenly aware of and sensitive to diversity issues from their personal perspectives as well as from their experience as senior administrators who saw first-hand the importance of diverse applicant pools and administrators for the sake of our students.

CCSS UNIQUE SERVICES

CCSS has a unique approach, distinctive qualities and methodology that includes the following:

- In recognition that all districts have unique needs and cultures, we tailor our searches to the institution. We take great pride in our ability to be flexible. Any portion of this proposal can be modified to address a client's specialized needs.
- CCSS consultant's respond immediately to any request or emergency.
- A team approach is used in all searches during all phases of the search, from recruiting through

- final interviews, to ensure that the client's needs are met.
- CCSS consultants communicate frequently with the client throughout the search process.

CCSS TYPES OF SERVICES

- Facilitate comprehensive executive searches
- Facilitate partial executive searches, such as recruit candidates or prepare comprehensive reference reports
- Recruit and place interim administrators
- Provide executive coaching
- Facilitate performance evaluations of senior-level administrators
- Conduct workshops for Boards of Trustees

Why CCSS Is Best Suited to Perform the Superintendent/President Search for West Kern Community College District/Taft College

- CCSS has successfully facilitated over 400 executive services for California Community College Districts. Even during Covid health restrictions, searches continued without interruption.
- CCSS tailors our searches to the institution. We take pride in our ability to be flexible in order to match the unique culture of the College or District. Any portion of this proposal can be modified to address a client's special needs. Search consultants are well prepared for meetings upon arrival to the institution and review, validate and/or clarify all interactions to ensure appropriate information is ready to be presented. All handouts, products, etc., will be in final format, unless otherwise specified.
- Any interface with the Board, Selection Committee, applicants or others involved in the process by the Search Consultants will always be highly professional and maintain confidentiality. CCSS Search Consultants will sign and adhere to any West Kern Community College District/Taft College confidentiality agreement regarding the exchange of information during and after the search. Further, they will follow and perform duties within the scope of a Superintendent/Presidential search as designated by the Board of Trustee and West Kern Community College District policy and procedures.
- The Lead Search Consultant does not conduct the reference checks, as is customary in other search firms. CCSS has a Reference Report Coordinator who facilitates the reference reporting. This allows for absolute neutrality, as the search consultants work very closely with the candidates throughout the process and relationships cannot help to be established.

PHOTOS AND BIOGRAPHICAL SKETCHES OF FINALISTS

The Search Consultant will work with the final candidates to assure that they are ready to provide appropriate photos and biographical sketches of themselves in a timely manner for publication when the finalists are announced by the District.

CONFIDENTIALITY

Again, all CCSS Search Consultants have served as CEOs in the State of California and are well aware of California Ed Code, Brown Act Requirements, State and Federal equal opportunity and fair employment practices, etc.

CCSS Search Consultants work with the Screening/Search Committee and spend time discussing the importance of confidentiality of the process—reminders are given often throughout the process. Search Committees are told the information discussed is confidential—even after an individual is hired. All selection committee members' actions associated with the search process are expected to honor a confidentiality agreement.

Committee members are told that all candidate files are considered confidential and must be maintained and reviewed in a manner that ensures that candidates' identities are not divulged to members of the college community at large.

Further, committee members are instructed that all information regarding the selection process is CONFIDENTIAL. That they may not, under any circumstances, discuss any aspect of the recruitment with a non-authorized person or outside of the Search Committee meeting sessions. Any member of the Search Committee who fails to comply with this requirement is told that they could be removed from the process. The committee is also told that if they are approached and asked questions about, or compelled to discuss, any aspect of the selection process, please refrain from so discussing and instead direct the individual(s) to the Human Resource Office and/or the Search Consultant. All Search Committee members will sign any and all confidentiality forms as may be required by the District.

D. COMMUNITY COLLEGE SEARCH SERVICES (CCSS) FEE

Our fee for conducting a comprehensive search for the next Superintendent/President for the West Kern Community College District/Taft College is \$33,000.

This fee includes the preparation of up to three comprehensive reference reports on finalists. The fee for additional comprehensive reference reports is \$1,500 each.

Please note that this fee includes all services described in this proposal as well as consultant's expenses required to attend meetings and interviews. In addition to covering the consultant's expenses, this fee also includes all of the following CCSS expenses:

- The national and statewide recruitment.
- The targeted recruitment of candidates in our database.
- Telephone and mailing expenses for recruiting candidates.
- Communicating with College/District designees.
- Development of search process materials for the search.
- Comprehensive reference reports for up to three finalists.
- Civil/criminal background reports for up to three finalists.
- Internet searches on up to three finalists.

The expenses not included in CCSS fees are:

- Candidate travel and expenses.
- All advertising for the positions.
 - The fee for comprehensive search services does not include the cost of printing or mailing position announcements, if hard copies are desired.
 - The fee for comprehensive search services does not include the advertising for the position in online and print media.
- Search Committee incidentals.
- Costs for interview sites.
- Additional site visits requested by the District.
 - The CCSS fee for comprehensive search services includes the cost of facilitating site visits to finalists' current college.

E. BRIEF BIOGRAPHIES OF CCSS CONSULTANTS: Assigned Principals

Dr. Joan Smith, serves as the Managing Administrator for CCSS.

Dr. Will Lewallen will serve as the Lead Search Consultant for the West Kern Community College District/Taft College Superintendent/President search.

Dr. Smith brings relevant experience and a breadth of experience to CCSS. She served as the senior administrator of a California Community College District for eight years as the Chancellor of the Yosemite Community College District. Prior to that she served as the President of Columbia College for three years. She has extensive experience in working with governing boards in our environment of participatory governance policies and Brown Act regulations.

Dr. Willard Lewallen brings twelve years of experience as a CEO in the California Community College system. He served as the Superintendent/President of Hartnell College for seven years and as the President of West Hills College for five years. Dr. Lewallen has reported directly to a Board of Trustees and is very familiar with the operating policies and procedures of CA Community Colleges.

Dr. Lewallen has participated in organizations well beyond the CA Community Colleges and is known as an innovator and leader throughout the state. He most recently served as a Commissioner for the Accrediting Commission for Community and Junior Colleges. As such, he has a strong network of colleagues to draw from in his recruitment efforts.

Dr. Robin Calote will serve as the Reference Report Coordinator. Dr. Calote served as the President of Ventura College for nine years. Additionally, since her time with CCSS she has coordinated over 400 comprehensive reference reports with her team of four consultants for comprehensive executive searches.

Additional Search Consultants providing support:

Dr. Erlinda Martinez

- **Dr. Martinez** served as President of Santa Ana College for over 10 years.

Mr. Stan Carrizosa

- **Mr. Carrizosa** served as President of College of the Sequoias for over six years and as a Superintendent of several K-12 districts for over 15 years.

Resumes for all search consultants and support consultants are in the Appendices of this document.

F. TIMELINE (Sample)

JULY 2023

Consultant meets with Governing Board and/or Designees to:

- Develop and confirm the steps in the search process
- Clarify institutional priorities, leadership needs, challenges and opportunities, personal and professional characteristics desired in next Superintendent/President
- Process for selecting and approving membership of Search Committee
- Develop and approve the search timeline (with dates)

AUGUST/SEPTEMBER 2023

- Survey employees, students, and community for input into position announcement (through online survey and/or town hall meetings)
- Governing Board approves position announcement and membership of Search Committee

- Consultant collaborates with Taft College HR to prepare and finalize position announcement, develop advertising plan, and create a web page for Superintendent/President search information
- Initial meeting of Search Committee—establish meeting schedule, review tasks and responsibilities

SEPTEMBER/OCTOBER 2023

- Recruiting period (7-8 weeks recommended)
 - Statewide and National
 - Includes efforts to recruit a diverse applicant pool
- Search Committee meetings
 - Confidentiality/EEO Training
 - Develop paper screening criteria and interview questions
 - Process for reviewing applications

OCTOBER 2023

- Consultant collaborates with Taft College Human Resources to determine if applicants satisfy minimum qualifications
- Search Committee evaluates applicants
- Search Committee selects applicants for first-level interviews
- Search Committee finalizes first-level interview questions
- Consultant facilitates first-level interviews with the Search Committee and the identification of finalists for recommendation to the Board of Trustees

OCTOBER/NOVEMBER 2023

- Comprehensive reference and background reports for finalists are prepared
- Consultant reviews reference and background reports with Governing Board
- Finalist Forums are held (plus additional activities if desired)
- Governing Board interviews finalists
- Governing Board extends offer to selected candidate for the Superintendent/President of West Kern Community College District/Taft College

NOVEMBER 2023

- Governing Board negotiates contract (including mutually agreed upon start date) with the selected Superintendent/President of the West Kern Community College District/Taft College
- Governing Board approves employment agreement

AVAILABILITY FOR THIS PROJECT

CCSS is ready to begin work on this project/search for the next Superintendent/President of West Kern Community College District/Taft College. We appreciate the opportunity to submit a proposal to assist you with this important search.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Jean E. Smith". The signature is written in a cursive, flowing style.

Managing Administrator
Community College Search Services (CCSS)
July 12, 2023

APPENDICES

- A. Additional References
- B. CEO Searches Completed by CCSS since 2014
- C. Resume for Dr. Joan Smith, Managing Administrator
- D. Resume for Dr. Will Lewallen, Lead Search Consultant for West Kern Community College District/Taft College
- E. Resume for Dr. Robin Calote, Reference Coordinator
- F. Resume for Dr. Erlinda Martinez, Support Search Consultant
- G. Resume for Mr. Stan Carrizosa, Support Search Consultant

APPENDIX A. REFERENCES (Additional)

Mr. Robert Jason Pinoli
President of the Board of Trustees
Mendocino Lake Community College District
rip@mcn.org
(707) 849-1922

Dr. Francisco Rodriguez
Chancellor
Los Angeles Community College District
(213) 891-2201

Ms. Yuri Anderson
President, Board of Trustees
Monterey Peninsula CCD
yanderson@mpc.edu
(213) 952-6270

Dr. Mark Sanchez
Superintendent/President
Southwestern CCD
msanchez@swccd.edu
(831) 241-4954

Mr. Michael Claire
Chancellor Emeritus
San Mateo County Community College District
(650) 995-4592

APPENDIX B. CEO SEARCHES COMPLETED BY CCSS SINCE 2014

Year	Community College District	CEO Position
2014 - 2015	Cerritos CCD	Superintendent/President
	Contra Costa CCD	President, Los Medanos College
	El Camino CCD	Superintendent/President
	Grossmont/Cuyamaca CCD	President, Grossmont College
	Peralta CCD	Chancellor
	Siskiyou CCD	Superintendent/President
	Ventura County CCD	President, Moorpark College
2015 - 2016	Foothill-De Anza CCD	President, Foothill College
	Grossmont/Cuyamaca CCD	President, Cuyamaca College
	Kern CCD	Chancellor
	Los Angeles CCD	President, Los Angeles West College
	North Orange County CCD	Chancellor
	North Orange County CCD	President, Fullerton College
	Peralta CCD	Chancellor
	Rancho Santiago CCD	President, Santa Ana College
2016 - 2017	City College of San Francisco CCD	Superintendent/President
	Lake Tahoe CCD	Superintendent/President
	North Orange County CCD	President, Cypress College
	Rancho Santiago CCD	President, Santiago Canyon College
	Southwestern CCD	Superintendent/President
2017 - 2018	Coast CCD	President, Golden West College
	Los Angeles CCD	President, Los Angeles City College
	San José-Evergreen CCD	President, Evergreen Valley College
	Sequoias CCD	Superintendent/President
	Yosemite CCD	Chancellor
2018 - 2019	Coast CCD	President, Orange Coast College
	Los Angeles CCD	President, Los Angeles Pierce College
	Monterey Peninsula CCD	Superintendent/President
	San José-Evergreen CCD	Chancellor

Year	Community College District	CEO Position
2019-2020	Foothill-De Anza CCD	President, De Anza College
	Los Angeles CCD	President, Los Angeles East College
	Mendocino-Lake CCD	Superintendent/President
	San José-Evergreen CCD	President, Evergreen Valley College
	San José-Evergreen CCD	President, San José City College
	San Mateo County CCD	Chancellor
2020-2021	Monterey Peninsula CCD	Superintendent/President
	Southwestern CCD	Superintendent/President
	College of the Desert	Superintendent/President
	Palomar College	Superintendent/President
	College of Alameda	President
	Laney College	President
	West Hills College Lemoore	President
2022 (Recent)	San Jose Evergreen CCD	Interim Chancellor
CEO Interims	Hartnell College	Interim Superintendent/President
	North Orange County CCD	Interim President, Fullerton College

Searches Currently in Progress or Recently Completed in (2022-2023):

- Gavilan College, Superintendent/President: *Completed*
- College of the Siskiyous, Superintendent/President: *Completed*
- Mission College, President: *Completed*
- Lake Tahoe Community College, Vice President of Academic Affairs: *Completed*
- San Jose Evergreen Community College District, Chancellor: *Completed*
- Coast Community College District, Chancellor: *Completed*
- North Orange County Community College District, Fullerton College, President: *Completed*
- North Orange Community College District, Cypress College, *In Progress*

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

- College of the Siskiyous, Vice President of Academic Affairs: *Completed*
- Coast Community College District, Chancellor: *Completed*
- San Mateo County Community College District, Chancellor: *Completed*
- Los Angeles Community College District, President, LA City College: *Completed*
- Los Angeles Community College District, President, Southwest College: ***In Progress***
- Monterey Peninsula Community College District, Superintendent/President: *Completed*
- College of the Siskiyous, Vice President of Administrative Services: ***In Progress***

APPENDICES C, D, E, F & G:

DR. JOAN SMITH

Higher Education and Search Consultant

- Currently Serves as the Managing Administrator for Community College Search Services (CCSS)

(209) 566-5421

joan.smith@ccss.solutions

EDUCATION

- Nova Southeastern University, Fort Lauderdale, FL, Higher Education Management, Ed.D.
- University of Wisconsin-Stout, Vocational Rehabilitation/Rehabilitation Counseling, M.S.
- University of Wisconsin- Stevens Point, Psychology/Sociology, B.S.

ADMINISTRATIVE EXPERIENCE SUMMARY

- Chancellor Yosemite Community College District, 2010-2017
- President, Columbia College, 2007-2010
- Executive Vice President, Student Learning, Ventura College, 2002-2006
- Dean of Business, CTE, Art and Off-Campus Programs, Ventura College, 2000-2002
- Dean of Student Services, Oxnard College, 1997-2000
- Director of Workplace Learning Resource Center, Center for International Trade Development and Contract Education, Oxnard College, 1993-1997
- Institutional Researcher, (one-year grant funded position), Oxnard College, 1991-1992
- Administrative Director, Rehabilitation Center, Northridge Hospital Medical Ctr, 1997-1980

FACULTY/OTHER PROFESSIONAL EXPERIENCE SUMMARY

- Search Consultant Community College Search Services, 2019-Present
- Educational Consultant Services to Educational Institutions- Current
- Institutional Effectiveness Partnership Initiative (IEPI) Lead, State of CA, 2015-Present
- Team Chair and Lead Chair of Accreditation, 2007-2016
- Counselor/Instructor DSP&S (Educational Assistance Center), Oxnard College, 1980-1992
- Private Rehabilitation Counselor, Rehabilitation Consultant, Free-Lance Writer, 1986-1992

SEARCH CONSULTANT EXPERIENCE

Search Consultant, Community College Search Services, 2019 - Present

Managing Administrator: Responsible for the day-to-day operations of Community College Search Services (CCSS)

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

Searches from 2019- present

- Mendocino-Lake CCD – Superintendent/President
- Monterey Peninsula College – Superintendent/President
- San Mateo Community College District – Chancellor
- Southwestern Community College District – Superintendent/President
- Peralta Community College District- Alameda College, President
- North Orange County Community College District-Chancellor
- North Orange County Community College District, President, Fullerton College
- North Orange County Community College District, President, Cypress College
- Lake Tahoe Community College District, Vice President of Academic Affairs
- San Mateo Community College District, Policy Analyst
- San Mateo Community College District, Chancellor (Chancellor retiring from first search three years ago)
- Marin Community College District-Superintendent/President

ADMINISTRATIVE EXPERIENCE DETAIL

Chancellor, Yosemite Community College District, 2010-2017

Served as the Chief Executive Officer of the Yosemite Community College District (YCCD) responsible for the District’s total operation. Served as the advisor to the Yosemite Community College Board of Trustees, administered Board-adopted policies, and represented the Board in its relationships with students, staff, faculty, management, and District residents—responsible for performing all duties of a Community College Chancellor as prescribed by the laws of the State of California and the Board of Trustees.

Provided oversight and coordinated leadership for the YCCD with its two distinctly different colleges. 1) Modesto Junior College with over 20,000 students located in a highly diverse, medium sized city in the San Joaquin Valley, and 2) Columbia College, with approximately 3,500 students, located in a rural Sierra Mountain Foothill community. The Yosemite Community College District served seven counties in central California.

Accomplishments:

- Led the Yosemite Community College District (via District Council, the District’s participatory governance group) through a revision and update of its strategic planning document/processes. Established a culture of “strategic planning” district wide and a practice of “measurable outcomes.”
- Led Chancellor’s Cabinet, Measure E Bond Update Committee, Citizen’s Bond Oversight Committee and other significant district constituent groups to ensure that the \$326 million Bond facilities measure remained on task and on target with both budget and facilities completion dates. Eleven new buildings were constructed and four were renovated including college/district roadways and pathways projects.

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

- Led efforts with the Modesto Junior College President to establish MJC as one of the first pilot programs (of the 15 established state wide in California Community Colleges) in implementing a Baccalaureate Degree (Respiratory Therapy).
- Worked with College Presidents, District Office Staff and Board of Trustees in supporting efforts of the college's self-study reports for accreditation visitations by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC).
- Provided stability to the Yosemite Community College District and a supportive environment for Central Services staff upon the sudden retirement of the prior Chancellor. Further, recruited new presidents and provided support within the context of recognizing the unique qualities of the two colleges and their contributions to the overall District Mission.
- Developed the Yosemite Community College District Leadership Academy for managers and administrators of the colleges and district.

President, Columbia College, 2007-2010

Served as the Chief Executive Officer of Columbia College and was responsible for performing all the duties of a Community College President. Planned and developed the overall academic direction for Columbia College, a small rural college with approximately 3,500 students. Was responsible for the budget as well as the organizational structure of the college. Collaborated with district and college staff in strategic planning of short and long-range goals and objectives, facilities, policy development and resource allocation.

Accomplishments:

Worked with the college community in facilitating an accreditation visitation and progress report and mid-term report that satisfied the recommendations of the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC).

- Worked with the college constituent groups to collaboratively complete an Educational Master Plan that serves as the driver for the college's integrated planning processes. Due to the college's limited budget; served as the principal author as well.
- Worked with the college's appropriate shared governance councils to successfully complete three buildings with bond dollars (Measure E).
- Grew the Columbia College Foundation that provided funds for a full-time Director and support staff from \$1.5 million to over \$7 million in assets.
- Supported college constituency groups to assist with their efforts in Basic Skills through the AWE (Academic Wellness Educators) Committee. Through these college wide efforts, Columbia College was honored as a Hewlett Leader in Student Success in 2008.
- Successfully facilitated a partnership with the Tuolumne County Superintendent of Schools that brought over 4,000 K-12 students to the Columbia College campus for events such as: *"It's a Jungle Out There," "Mad About Science," "Dinner with a Scientist,"* and *"The Westward Quest for Freedom,"* in honor of Black History Month.

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

Executive Vice President of Student Learning, Ventura College, 2002-2006

Was responsible for integrating instruction and student services programs and serving as both the Chief Instructional Officer (CIO) and the Chief Student Services Officer (CSSO). Oversight included the coordination, supervision and preparation of the schedule of classes, college catalog, course outlines and related materials. Provided direction to a comprehensive student services program, including admissions and records, counseling, recruitment, satellite programs, EOPS, DSP&S, international students, child development center, financial aid, transfer and career planning, matriculation, student activities, athletics, and health services. Supervision of the preparation and submission of instructional and student services operating budgets by the Deans to the President. Additional duties included oversight of research related to student learning; distance education; Title V grants; community education; and economic development.

Accomplishments:

- Served as the Accreditation Liaison Officer for Ventura College with the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges, and facilitated Ventura College being removed from warning status.
- Honored with the “Distinguished Service Award for a Manager” by faculty and staff for two consecutive years (2004, 2005); for serving as the College’s acting president during transitional periods.
- Honored by the Associated Students of Ventura College with the “Distinguished Service Award for a Manager,” for two consecutive years for student support and mentoring.
- Worked as a team member and lead writer to successfully obtain a grant for the “Alternative Text Production Center,” which was the only center of its kind in the State. The ATPC provided alternative text such as books on tape and in Braille for CA community college students with disabilities throughout California.

PRESENTATIONS (Selected)

- *“The Significance of the Relationship Between the CEO and CBO,”* California Community College Chief Business Officers Statewide Conference, Keynote Address, May 2013.
- *“Student Success is at the Heart of it All,”* California Community College Chief Instructional Officers Workshop, (Lead) Panel Discussion, April 2012.
- *“Critical Topics in Higher Education—In California Community Colleges,”* Women in Higher Education, Asilomar Leadership Training Seminar, (co-presenter with Dr. Gari Browning), March 2012, March 2013.
- *“Institutionalizing Continuous Quality Improvement,”* California Community College Chief Instructional Officers, Accreditation Workshop, (co-presenter with Dr. Barbara Beno), October 2010.
- *“How to Institutionalize Integrated Planning—From Both a District and College Perspective,”* California Community College Chief Instructional Officers, General Conference, October 2010.

- *“Leading through Change: Sustaining Basic Skills Advances in Tough Times,”* CCLC PreConference, November 2009.
- *“A Policy Discussion: Implications of Successful Basic Skills Programs—Significance of Basic Skill Leadership in Relation to Other Efforts in Student Success,”* Hewlett Leaders Event at Sacramento Area Council of Government, May 2009.
- *“The Right Tools for Successful Planning: Promoting a Culture of Leadership for All,”* RP Research and Planning Group, October 2009.

ACCREDITATION EXPERIENCE (Selected):

- Santa Barbara Community College District, Team Chair, Comprehensive Visit, 2015.
- Saddleback College, So Orange Community College District, Lead Chair, and Team Chair, Comprehensive Visit, 2012.
- Saddleback College, So Orange Community College District, Progress Report, 2013.
- Diablo Valley College, Team Chair, Comprehensive Visit, 2009.
- Cabrillo College, Team Member, Comprehensive Visit, 2007.

COMMUNITY SERVICE/PROFESSIONAL SERVICE (Selected):

- Established partnerships with Stanislaus County Superintendents Office, California State University, Stanislaus, Tuolumne County Superintendents Office, and Calaveras County Superintendents Office, (2007-2017).
- Rotarian, Sonora 49ner, one of the first women to be accepted in this Rotary in 2007.
- Served as a member of the MAESTRO (Music Association in Education) Board, Ojai, CA, 2001-2002.
- Community Volunteer for Adoptive Counseling, Ventura County, 1995-2004.
- Founding Member, Advisory Board for the Ventura County Entrepreneur Academy, 1996.

HONORS (Selected):

- Distinguished Alumni, University of Wisconsin-Stout, Vocational Rehabilitation Program, 2010.
- Honored by Ventura College Faculty and Staff with the “Distinguished Service Award for a Manager,” 2004, 2005.
- Honored with the Ventura College Staff Development Committee’s “Starfish Award,” 2002.
- Honored as an Honorary Member of Alpha Beta Gamma, International Business Honor Society of Community and Junior and Technical Colleges, 2002 and 2008.
- Special recognition from Luxor General Hospital, Luxor, Egypt, for an international service project, 1990.
- Special recognition from the Jaffa Institute, Tel Aviv, Israel, for an international service project, 1990.
- Dissertation utilized as a model by the Albuquerque, New Mexico Adult Education Program for development of a countywide position paper on policies, guidelines and services for a developmental education program, 1990.

DR. WILLARD LEWALLEN

Higher Education and Search Consultant
 (831) 682-3541
will.lewallen@ccss.solutions

REFERENCES

Manuel Osorio, Hartnell CCD Board of Trustees 2015-2020, 831.682.8068, osorio63@gmail.com

Dr. Stephanie Droker, President, Accrediting Commission for Community and Junior Colleges (ACCJC),
 415.763.9789, sdroker@accjc.org

EDUCATION

- University of California, Los Angeles, CA, Higher Education Leadership, Ph.D.
- Purdue University, West Lafayette, IN, Counseling/Personnel Services, M.S.Ed.
- Purdue University, West Lafayette, IN, Exercise Science, M.S.
- California State Polytechnic University, Pomona, CA, Kinesiology, B.S.

ADMINISTRATIVE EXPERIENCE SUMMARY

- Consultant CCSS, 2020 - Present
- Consultant, Association of Community College Trustees, 2020 - Present
- Superintendent/President, Hartnell Community College District, Salinas, CA, 2012 – 2019
- President, West Hills College, Coalinga, Coalinga, CA, 2007 – 2012
- Vice President, Student Services, Victor Valley College, Victorville, CA, 1999 – 2007
- Dean, Counseling /Enrollment Management, Antelope Valley College, Lancaster, CA, 1988 – 1999

SEARCH CONSULTANT EXPERIENCE DETAIL Search Consultant, Community College Search Services, 2020 - Present

- Foothill-De Anza CCD – Vice Chancellor of Human Resources
- Palomar CCD – Superintendent/President
- Mendocino-Lake CCD – Superintendent/President
- Monterey Peninsula CCD – Superintendent/President
- San Mateo County CCD – Chancellor
- Siskiyou JCCD – Superintendent/President

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

- Gavilan JCCD – Superintendent/President

EDUCATIONAL LEADERSHIP ACTIVITIES AND AFFILIATIONS

- Commissioner, Accrediting Commission for Community and Junior Colleges, 2016 – 2022
- Evaluator, Accrediting Commission for Community and Junior Colleges, 2000 - Present
- Chair, Community College Facility Coalition, 2014 – 2019
- Monterey County Business Council, 2012 – 2019
- Workforce Development Board of Monterey County Board Member, 2012 – 2019
- Member, Panetta Institute for Public Policy, Academic Advisory Committee, 2012 – Present
- K-16 Bridge Program, Co-founder and Co-developer
- Hartnell College Foundation, Board of Directors, 2012 – 2019
- Chair, Board of College Presidents, USA Community College Consortium, 2010-2012
- Association of California Community College Administrators 1999-2019, President, 2011 – 2012
- Central Valley Higher Education Consortium, Board of Directors, 2007 - 2012
- West Hills Community College Foundation, Board of Directors, 2007 – 2012
- Westside Institute of Technology, Board of Directors, 2007 – 2012
- Victor Valley College Foundation, Board of Directors, 1999 – 2007
- Accreditation Liaison Officer, Victor Valley College, 2005 – 2007
- Member, Telecommunications and Technology Advisory Committee, 2003 – 2007
- President, Board of Directors for *EUREKA -The California Career Information System*, 1993 1997
- California Association for Counseling and Development, 1984 – 1997
- California Community College Chief Student Services Officers Association, 1999 – 2007
- California Community College Counselors Association 1984-1999, President, 1994-1995
- National Academic Advising Association, 1984 – 1997

ACCOMPLISHMENTS

Hartnell Community College District / Hartnell College (2012-2019)

- Energy and Sustainability Award, California Community College Chancellor's Office, recognized for projects saving over \$25 million over the life of the projects

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

- Dr. John W. Rice Award for Diversity and Equity, California Community College Chancellor's Office
- Reaffirmation of accreditation in 2019 for seven years with only 2 improvement recommendations
- 159% increase in the number of associate degrees awarded
- 231% increase in the number of certificates of achievement awarded
- 63% increase in the number of students transferring to CSU and UC campuses
- 54% increase in the number of high school graduates choosing to attend Hartnell
- Facilities Bond Measure (Measure T) passed with 69% voter approval in November 2016 (\$167 million)
- Construction of three new facilities: Technical Training Building (opened 2014), Athletics/PE Fieldhouse (opened 2014), STEM Center Building (opened 2017)
- Initiated four major construction projects in 2019 (all now completed): Center for Nursing and Health Sciences; Education Center in the City of Soledad; Education Center in North Monterey County; Expansion of King City Education Center
- President's Task Force Funding Plan raised \$45 million in public and private funding in a four-year period
- Donation by the Matsui Family of 215 acres of farm land valued at \$20 million (2018)
- Approximately \$100 million in grant funding secured over seven years
- "Salinas Valley Promise" - launched in 2018 providing free college for 2 years for all high school graduates regardless of income
- Career/Transfer Center – opened 2013
- Veterans Center – opened 2013
- DREAMer Center (Mi Casa) – opened 2016 serving over 800 undocumented students
- UMOJA Program – launched 2019
- CSin3 Program – launched 2013 (cohort-based, 3-year bachelor's degree program in computer science in collaboration with CSU Monterey Bay, only program of its kind in the U.S. at the time)
- CoderDojo – launched 2012 (program teaching computer coding to thousands of school children delivered in all communities within the Hartnell CCD)
- Men's Institute for Leadership and Education (MILE) – launched 2017 (focused on young men of color to improve student success rates)
- Teacher Preparation Pathway – launched 2016 (2+2 cohort-based, bachelor's degree program in collaboration with CSU Monterey Bay preparing elementary school

teachers to address teacher shortage in Salinas Valley, first cohort graduated May 2020)

- Inmate Education Program – launched 2016
- Dual Enrollment Program – launched 2017
- Respiratory Care Practitioner Program (AS Degree) - launched 2014
- Employee Scholars Program – launched 2017 (provides up to \$3,000/year for employees to pursue degree completion)
- Refrigeration Technician Certification Program (not for credit, contract education) – launched 2017
- Increased number of full-time counselors from 7 to 16
- Increased full-time faculty from 89 to 124 (ensured that every discipline had at least one fulltime faculty member)
- Hartnell College Leadership Institute – launched 2018 (open to all employees)
- Starbucks Store – opened 2019 (only second college in California Community College System to have a Starbucks on campus)
- Athletics Hall of Fame – founded 2013
- “Walk of Honor” – founded 2017 (a place to honor former employees, students, and board members)

PRESENTATIONS, 2016 - 2020

- Lewallen, W.C., Prystowsky, R., and Tomaneng, R. (April 2019). *Are They Really the Least Among Us? Three Models of Asset-Based, Equity-Minded Educational Programs Serving the Underserved*. Workshop presented at the Annual Convention for American Association of Community Colleges. Orlando, FL.
- Lewallen, W.C. (February 2019). *Outcomes From the Three-Year Bachelor's Degree Program in Computer Science*. Workshop presented at “Innovations Conference 2019” sponsored by the League for Innovation in the Community College. New York, NY.
- Lewallen, W.C., Prystowsky, R., Tomaneng, R., and Edmonds, R. (January 2019). *Are They Really the Least Among Us? Three Models of Asset-Based, Equity-Minded Educational Programs Serving the Underserved*. Workshop presented at the Annual Meeting for the Association of American Colleges & Universities. Atlanta, GA.
- Lewallen, W.C. and Almendariz, M. (March 2018). *A Relentless Pursuit of Student Success: The Hartnell College Journey*. Workshop presented at the 2018 Annual Conference of the Alliance of Hispanic Serving Institution Educators. Chicago, IL.

- Lewallen, W.C., Cruz, J., and Osorio, M. (October 2017). *A Relentless Pursuit of Student Success: The Hartnell College Journey*. Workshop presented at the 2017 Leadership Congress for the Association of Community College Trustees. Las Vegas, NV.
- Lewallen, W.C., Cruz, J., Linder, E., Pheasant, S. and Ramon, J. (February 2017). *Partnerships That Create a Strong Workforce for the Dynamic Agriculture Industry*. Keynote address presented at the 2017 Southwest Ag Summit. Yuma, AZ.
- Lewallen, W.C. and Irwin, B. (November 2016). *CSin3: A three-year bachelor's degree program in Computer Science*. Workshop presented at the 2016 Annual Convention for the Community College League of California. Riverside, CA.
- Lewallen, W.C., Hindes, V., Pinet, C., and Konowa, A. (November 2016). *Transforming Our Colleges, Promoting Our Communities*. Workshop presented at the 2016 Annual Convention for the Community College League of California. Riverside, CA.
- Lewallen, W.C., Arteaga, S., Irwin, B., and Padilla-Chavez, E. (October 2016). *CSin3: A three-year bachelor's degree program in Computer Science*. Workshop presented at the 2016 Leadership Congress for the Association of Community College Trustees. New Orleans, LA.
- Lewallen, W.C., Arteaga, S., and Ochoa, E. (October 2016). *CSin3: A three-year bachelor's degree program in Computer Science*. Workshop presented at the 2016 Annual Conference for the Hispanic Association of Colleges and Universities. San Antonio, TX.
- Lewallen, W.C., Narayan, S., Irwin, B. and Nemali, V. (September 2016). *Open Access Colleges as a Path to Upward Mobility in High Tech: A collaborative effort between a community college, state university and industry*. Workshop presented at the 2016 ACM Richard Tapia Celebration of Diversity in Computing Conference. Austin, TX.

AWARDS AND RECOGNITION, 2016 - 2020

- Valley of the World Education Award, National Steinbeck Center, 2020
- STEM Center Building at Hartnell College named the "Willard Lewallen STEM Center" 2019
- Paul Holmes Facilities Leadership Achievement Award, Community College Facility Coalition, 2019
- Entered into *Congressional Record*, Proceedings and Debates of the 116th Congress of the United States of America, August 20, 2019
- Presidential Service Award, LULAC Council #2055, September 2019
- Distinctive Service Award, Purdue University, 2019
- Distinguished Alumnus, California State Polytechnic University, Pomona, 2018

- **Inducted Athletics Hall of Fame as a member of 1976 National Champions Baseball Team, California State Polytechnic University, Pomona, 2018**
- **Award of Leadership and Courage, Hartnell College Foundation, 2017**
- ***Forbes* Impact Award, 2016**

DR. ROBIN CALOTE**Vita Brief**

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 4102 Ashwood Court
 Ventura CA 93003

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 Email: Robin.Calote@ccss.solutions

PROFESSIONAL REFERENCES

Rachelle Sasser, Vice Chancellor Human Resources, Compton Community College District,
 310-900-1600, Ext. 2141

Jeff DeFranco, Superintendent/President, Lake Tahoe Community College District, (530) 541-4660

EDUCATION

Ed.D. University of La Verne
 Educational Leadership
 M.A. California State University, San Jose
 Library Science
 B.A. University of California, Santa Cruz
 Attended: Cabrillo College, Aptos, CA

Additional formal training and experience in: norm setting; small and large group facilitation with both college constituents and community groups; large group decision-making; strategic planning

ADMINISTRATIVE EXPERIENCE

President, Ventura College (2005-2013)
 Vice President, Instruction, San Bernardino Valley College (2002-2005)
 Dean, Learning Resources, San Bernardino Valley College (1983-2002)

FACULTY EXPERIENCE

Assistant Professor, San Bernardino Valley College (1974-1983)

SEARCH CONSULTANT: RECRUITMENTS

Barstow College: Vice President of Academic Affairs: 2017
 Barstow College: Vice President of Administrative Services: 2017
 Cerritos College, Vice President of Business Services: 2016
 Cerritos College, Vice President of Human Resources: 2016
 Cuesta College, Vice President of Administrative Services: 2015
 Cuesta College, Vice President of Student Services: 2016
 East Los Angeles College, Vice President of Student Services: 2015
 Laney College: President: 2017
 Long Beach City College, Vice President Business Services: 2018

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

Los Angeles Harbor College, Vice President of Academic Affairs: 2015
 Los Angeles Harbor College, Vice President of Student Services: 2015
 Los Angeles Mission College, Vice President of Student Services: 2015
 Los Angeles Southwest College, Vice President of Student Services: 2015
 Merritt College: President: 2017
 Mt. San Antonio College, Vice President of Administrative Services: 2018
 Mt. San Antonio College, Vice President of Human Resources: 2016
 Mt. San Jacinto College, Vice President of Instruction: 2015
 Ohlone College, Executive Director, Foundation: 2016
 Ohlone College, Vice President of Administrative Services: 2016
 Ohlone College, Vice President of Student Services: 2016
 Riverside City College, Vice President of Academic Affairs: 2016
 Riverside City College, Vice President of Student Services: 2016
 State Center, Vice Chancellor of Finance: 2018
 State Center, Vice President of Human Resources: 2017
 State Center, Vice President of Institutional Effectiveness: 2017

SEARCH CONSULTANT: REFERENCE REPORTS

Bakersfield College, Director of Equity and Inclusion: 2015
 Bakersfield College, Director of Health and Wellness Center: 2015
 Bakersfield College, Director, Fire Technology: 2015
 Bakersfield College, Director, Maintenance and Operations: 2015
 Barstow College, Vice President, Administrative Services: 2017
 Barstow Community College District, Superintendent/President: 2017
 Barstow Community College District, Vice President, Academic Affairs: 2017
 Berkeley City College, President: 2016
 Chabot/Las Positas Community College District, Chancellor: 2020
 Clovis College, Vice President Instruction: 2019
 Clovis College, Vice President Student Services: 2018
 Coast College, President: 2018
 Coast Community College District, Chancellor: 2015
 Coast Community College District, Vice Chancellor Human Resources: 2018
 College of Alameda, President: 2020
 College of San Mateo, President: 2021
 College of the Desert, Executive Director Technology: 2021
 College of the Sequoias, Superintendent/President: 2018
 Compton Community College District, Assistant Director Facilities: 2018
 Compton Community College District, Assistant Director, Facilities Planning: 2017
 Compton Community College District, Assistant Head Basketball Coach: 2020
 Compton Community College District, Associate Dean of Nursing: 2019
 Compton Community College District, Associate Dean, Nursing: 2020
 Compton Community College District, Chemistry Instructor: 2020
 Compton Community College District, Dean of Student Learning: 2019
 Compton Community College District, Dean of Student Services: 2019

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

Compton Community College District, Director Accounting: 2018
 Compton Community College District, Director Child Care Center: 2019
 Compton Community College District, Director Community Relations: 2018
 Compton Community College District, Director Financial Aid: 2018
 Compton Community College District, Director of Accounting: 2021
 Compton Community College District, Director of Athletics: 2019
 Compton Community College District, Director of CalWorks: 2019
 Compton Community College District, Director of Title IX: 2019
 Compton Community College District, Director Student Basic Needs: 2021
 Compton Community College District, Director, Student Basic Needs: 2020
 Compton Community College District, Distance Education Director: 2020
 Compton Community College District, English/Journalism Instructor: 2020
 Compton Community College District, English/Journalism Instructor: 2021
 Compton Community College District, EOPS/CARE Counselor: 2020
 Compton Community College District, Film/Video Instructor: 2020
 Compton Community College District, History Instructor: 2020
 Compton Community College District, History/Ethnic Studies Instructor: 2021
 Compton Community College District, Manager Research and Planning: 2018
 Compton Community College District, Nursing Instructor: 2021
 Compton Community College District, Police Chief: 2018
 Compton Community College District, Political Science Instructor: 2021
 Compton Community College District, Special Resource Center Counselor: 2021
 Compton Community College District, System and Network Support Manager: 2018
 Compton Community College District, Vice President Academic Affairs: 2018
 Compton Community College District, Vice President Academic Affairs: 2020
 Compton Community College District, Vice President Administrative Services: 2020
 Compton Community College District, Vice President Administrative Services: 2021
 Compton Community College District, Vice President, Academic Affairs: 2017
 Compton Community College District, Women's Volleyball Coach: 2021
 Crafton Hills College, President: 2016
 Cuyamaca College, President: 2015
 Cypress College, President: 2017
 DeAnza College, President: 2020
 Desert Community College District, Superintendent/President: 2021
 East Los Angeles College, President: 2021
 El Camino Community College District, Superintendent/President: 2015
 El Camino Community College District, Vice President Administrative Services: 2018
 El Camino Community College District, Vice President, Human Resources: 2017
 El Camino Community College District, Vice President, Student Services: 2017
 Evergreen Valley College, President: 2018 and 2020
 Evergreen Valley College, Vice President Academic Affairs: 2020
 Evergreen Valley College, Vice President Student Affairs: 2020 and 2021
 Foothill College, President: 2016
 Foothill/DeAnza Community College District, Vice Chancellor Human Resources: 2021

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

Fresno City College, Vice President Student Services: 2017 and 2018
 Fresno City College, Vice President, Instruction: 2017
 Fullerton College, President: 2016
 Grossmont College, President: 2015
 Irvine Valley College, Director, Annual Giving: 2016
 Kern Community College District, Internal Auditor: 2015
 Lake Tahoe Community College, Vice President Student Services: 2018
 Lake Tahoe Community College, Dean of Instructon: 2019
 Lake Tahoe Community College, Vice President Student Services: 2021
 Laney College, President: 2017 and 2020
 Long Beach City College, Vice President Business Services: 2018
 Los Angeles City College, President: 2018
 Los Angeles Pierce College, President: 2019
 Mendocino Lake Community College District, Supterintendent/President: 2020
 Merritt College, President: 2017
 Monterey Community College District, Supintendent/President: 2020
 Monterey Peninsula College, Superintendent/President: 2019
 Mt San Antonio College, Vice President Instruction: 2019 and 2021
 North Orange Community College District, Chancellor: 2016 and 2021
 Orange Coast College, President: 2019
 Palomar Community College District, Superintendent/President: 2021
 Palomar Community College District, Vice President of Finance and Administration: 2020
 Pasadena Community College District, Vice President, Human Resources: 2016
 Peralta Community College District, Chancellor: 2015
 Peralta Community College District, Executive Director to the Retirement Board: 2018
 Peralta Community College District, Vice Chancellor IT: 2017
 Peralta Community College District, Vice Chancellor, Finance and Administration: 2015 and 2017
 Porterville Community College, Dean: 2015
 Saddleback College, Director, Annual Giving: 2015
 Saddleback College, Director, Research: 2015
 San Bernardino Valley College, President: 2016
 San Francisco Community College District, Chancellor: 2017
 San Jose City College, President: 2017 and 2020
 San Jose City College, Vice President Administrative Services: 2020
 San Jose/Evergreen Community College District, Chancellor: 2018
 San Mateo Community College District, Chancellor: 2020
 Santa Ana College, President: 2016
 Santa Barbara City College, Executive Vice President: 2016
 Santa Barbara City College, Superintendent/President: 2016
 Santiago Canyon College, President: 2017
 Skyline College, President: 2020
 Southwestern Community College District, Superintendent/President: 2021
 Southwestern College, Vice President Instruction: 2019
 State Center Community College District, Vice Chancellor Finance: 2018

Community College Search Services
 West Kern Community College District/Taft College
 Executive Search, Superintendent/President

State Center Community College District, Vice Chancellor, Education Services: 2017

West Los Angeles College, President: 2015

Yosemite Community College District, Chancellor: 2017

ACCREDITATION EXPERIENCE

Team Chair, Santiago Canyon College, October 2008.

Team Chair, Coastline Community College, March 2007.

Team Member, San Diego Miramar College, October 2004.

Team Member, Imperial Valley College, March 2001.

Team Member, West Los Angeles College, March 2000.

Team Member, Irvine Valley College, October 1998.

Accreditation Liaison Officer, San Bernardino Valley College, 1997-1998 and 2002-2005.

Team Member, Citrus College, November 1997.

Team Member, Santa Barbara City College, October 1996.

Team Member, Kapiolani College, November 1994.

Team Member, Heald Colleges, March 1994.

Team Member, Fashion Institute of Design and Merchandising, March 1993.

Team Member, East Los Angeles College, October 1991.

Chair, San Bernardino Valley College Accreditation Self-Study Committee, 1990-91, 1995-1996, 2001-2002.

Team Member, College of Alameda, April 1988.

HONORS

Academic Honors

Standard-bearer for doctoral graduating class, 2002.

Beta Phi Mu (Library Honor Society), 1974.

B.A. awarded with Highest Honors, 1972.

Professional Honors

Pacific Coast Business Times, Top 50 Women in Business Recipient, April 2008

Distinguished Service Award (Management Classification), Ventura College, 2006

San Bernardino Valley College Administrator of the Year, 1998 and 2003

Erlinda J. Martinez, ED.D.

420 Lake St. #304 Huntington Beach California 92648 (714) 421-3235

Positions: President of Santa Ana College starting March 2005, retired July 2016. Santa Ana College is a 100-year old public institution serving central Orange County, California. Served as vice president for student services/assistant superintendent at Cerritos College, administrative dean and dean of students at Mission College in the bay area, and as director of student affairs at El Camino College in Torrance, CA before that. Was an Educational Community worker for Los Angeles County Superintendent of Schools.

Affiliations: Served on the Santa Ana Workforce Investment Board, Past President of KidWorks Board of Directors, was member and mentor for the Association of California Community College Administrators and was member of the Executive Board of NACCTEP (National Association of Community College Teacher Education Programs). Served in leadership roles for the National Council of Student Development, and the Hispanic Association of Colleges and Universities (HACU). Current Chair of the Hispanic Educational Endowment Fund of Orange County (HEEF) and serves as Trustee for National University and is Board President for Northcentral University.

Education: Earned a doctorate in higher education from the University of Southern California, master's degree in counselor education from California State University Los Angeles and a bachelor's degree in sociology from the University of California, Riverside.

Other: Recognized for professional and civic contributions by the National Council on Student Development, National Hispanic Business Women's Association, Greater Lakewood Chamber of Commerce and Santa Ana Kiwanis. Most recently named Educational Leader by the Hispanic Education Endowment Fund (HEEF), Woman of the Year of the 69th District by Assembly Member Tom Daly, Person of the Year by the Santa Ana Chamber and honored by the City Council of Santa Ana. Participated in the US Department of Education's, Evidence-Action-Innovation: A College Completion Symposium in Washington DC. One of 26 practitioners selected nationally and one of two community college executives to participate in this White House appointed endeavor. Received the **OHTLI Award** given by the Mexican Government for outstanding service to the Mexican community.

Is a sought-after speaker and panelist, for example: CCLC Asilomar Leadership Seminar, Kaleidoscope Leadership Program and ACE Fellows Seminar. Has served on several ACCJC accreditation evaluation teams and as chair multiple times. Also accepted special assignments as requested by the Commission

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

Stan Carrizosa

Resume

633 Lighthouse Way • Port Hueneme • CA • 93041 • 559-740-8540
scarrizosa44@gmail.com

CURRENT REFERENCES

Dr. Francisco Rodriguez- Chancellor - Los Angeles Community College District
Cell phone: 213-948-0620

Email: rodrigfc@email.laccd.edu

Dr. Clifford Breland – Chancellor – North Orange Community College District
Cell phone: 213-760-1290
Email: BBreland@nocccd.edu

LEADERSHIP EMPLOYMENT HISTORY

<i>Superintendent/President</i>	College of the Sequoias, Visalia, CA (18000) July 2012 - 2018
<i>Superintendent</i>	Burbank Unified School District, Burbank, CA (17000) July 2010 – June 2012
<i>Superintendent</i>	Visalia Unified School District, Visalia, CA (30000) July 2001 – June 2010
<i>Superintendent</i>	Dinuba Unified School District, Dinuba, CA (5500) July 1994 – June 2001
<i>Adjunct Faculty</i>	California State University, Fresno August 2006 – June 2011

EDUCATION

Fresno Pacific University, Fresno, CA
Master of Arts Degree, Education Administration – 1990

Community College Search Services
West Kern Community College District/Taft College
Executive Search, Superintendent/President

Administrative Credential (earned) – 1989
Dean's List, Magna cum Laude, Honors

California State University, Northridge, Northridge, CA
Bachelor of Arts Degree, Major: Physical Education, Minor: Science – 1983
Dean's List, Honors (Community College Transfer)
California School Leadership Academy, Central California
Leadership Cohort 1990-92
Instructional Leadership/Organizational Systems Management

PROFESSIONAL ORGANIZATIONS / AFFILIATIONS / APPOINTMENTS

- Association of California Community College Administrators (ACCCA)
- Community College League of California (CCLC Conference Presenter)
- Institutional Effectiveness Partnership Initiative (State Chancellor appointee 4-years)
- Central Valley Higher Education Consortium (Executive Board 6-years)
- California Community College Athletics Association (CCCAA Executive Board 4-years)
- Statewide Accreditation Task Force (State Chancellor appointee 2-years)
- Association of California Community and Junior Colleges (ACCJC Visiting Team member and Team Chair)

COLLEGE OF SEQUOIAS ACCOMPLISHMENTS (2012 through 2018)

1. Successfully reaffirmed full accreditation from Show Cause sanctions issued by ACCJC. I was hired in July 2012 and in February 2013 we were placed on Show Cause for findings in all four Standards. We reconstituted the district's structures in Participatory Governance, Integrated Planning, Resource Allocation and Academic Achievement (Student Learning Outcomes). We developed capacity for new leadership among faculty/staff, transformed a 30-year culture of personality-driven leadership and decision-making to one of process-driven leadership and decision-making founded on openness, transparency, accountability and commitment to continuous improvement.
2. Using our newly developed process we focused our sites on the future through developing and adopting our 2015-2025 Master Plan (10-year). We identified major goals for the college to serve the educational and economic needs and trends of the region. We developed and adopted our 2015-2018 Strategic Plan (3-year). Our strategic plan describes measurable district objectives tied directly to our Master Plan goals. We have now aligned resources and governance actions through our new structures and protocols to implement and measure planned actions for annual student improvement. Most importantly, we evaluate the effectiveness of our operational process annually and make appropriate adjustments to improve our decision-making as well.

3. We successfully embraced the State Chancellor's Office initiatives for Student Success. Our Master Plan and Strategic Plan describe goals and specific objectives that measure our district's progress on the annual state Student Success Scorecard. We fully integrated the planning of other key initiatives to maintain clear focus, leveraged the investment of resources, and maximize access of resources to serve as many students as possible. Our Strategic Plan objectives serve as the targets for the planned actions in our Student Success and Support Plan (SSSP), our Student Equity Plan (SEP), Adult Education Block Grant (AEBG), and our annual service area and student learning outcomes for individual departments and academic units. Deliberately clarifying and aligning the work of these multiple initiatives increases faculty/staff understanding and eases confusion and resulting anxiety. The ability at the faculty and staff level for departments and divisions to assess the cause and effect relationships between planned actions and measurable outcomes increased our efficacy, effectiveness and efficiency. It is a significant accomplishment to demystify the workings of a bureaucracy through deliberate and thoughtful integrated planning.

4. We successfully transformed to a three-campus college district. In the past seven years College of the Sequoias has opened two new college centers. After 85 years of being a single campus college some level of angst and growing pains are to be expected. While there had been satellite classes in "storefront" locations for decades, the passage of local GO bonds and construction of center campuses marked a more formal commitment to establish full-service college centers to better serve our region. My past experience as a large district superintendent helped to establish a foundational philosophy for multiple campuses. We developed the essential balance between site autonomy and team alignment. We defined central office systems for prioritizing and allocating resources and procedures for shared-supervision of staff and services. Most importantly, we provided a unified message to our students through district objectives for growth in enrollment, expanded services for students and increased outreach to feeder high schools and business/industry throughout the region. We built the foundation to transform to a multi-college district. We established core values that will serve to support the needs of individual sites and the responsibility of our larger district as a partner for educational and economic development in the larger region.

VISALIA UNIFIED SCHOOL DISTRICT (large K-12) ACCOMPLISHMENTS

1. Increased student achievement: I served as the Superintendent of the Visalia Unified School District for nine years. Thanks to the dedication of educators across the district, we enhanced the educational development of the entire region. We increased the academic achievement of students by 25%. During the last six years of that nine-year period we had 6,400 more students become proficient in English and mathematics. We supported ongoing staff development and additional paid time necessary for faculty and staff to engage in the collaboration and evaluation needed to make meaningful improvements in our work. We reduced student expulsions and suspensions and reduced the cohort dropout rate by 50% to achieve a 94% graduation rate. We increased the percentage of

students completing the a-g requirements to be eligible for college by 10% and worked with regional colleges and universities to build a stringer college-going culture among our traditionally underrepresented families.

2. **Facilitated positive shift in organizational culture focused on teamwork and collective efforts:** State mandates for school and district accountability required us to facilitate a shift from a large, autonomy-based system to a more centralized, district-wide team-based system. Working with a talented team of faculty, staff and managers some of the leadership actions we took included the following: We created processes used for consistent communication, information sharing and participatory decision-making. School site leaders were supported in facilitating common activities at their schools to gather input and engage the expertise of faculty and staff. The result was the development and adoption of annual district goals and measurable objectives to improve student success and close the achievement gap. Each school's focus remained specifically on their own achievement and we worked to portray our district as a larger team committed to elevating the academic profile of the entire region through our collective efforts. Through a system of strategically designed district meetings to share and support the respective needs of individual schools, we found a productive balance between school leadership and district support that help realize the power of our cumulative work. The underlying philosophy was that the role of the district was to serve, support and guide the schools. Many of the procedures, processes and protocols that make up this system continue to function in VUSD today.

3. **Successfully planned and implemented new construction and modernization to accommodate a rapidly growing population:** With the support of local voters who passed General Obligation bonds, use of statutory developer fees, and district funds we invested \$250M in local and state funding to build a new high school, community stadium, and six new elementary schools in a sevenyear period. Some of the leadership actions we implemented included the following: We maintained a positive, productive Bond Advisory Committee for consistent and competent community involvement and oversight of district facilities funds. As superintendent I met regularly with the Building Industry Association and private development community. We instituted joint planning meetings that included senior managers from the city and school district and met monthly to provide regular updates on our respective projects. Through this process we maximized resources, avoided numerous potential conflicts, built trust and open relationships and better served our neighborhoods and families throughout the district. This collaboration includes annual joint meetings of the governing bodies for the two agencies and regular updates to our respective governing officials. This helped build positive relationships between public officials, elevated community confidence in our public agencies and became a model that soon expanded to other public and non-profit agencies. This system of collaboration, joint meetings and increased productivity still functions in Visalia today.

4. **Developed renewed sense of confidence and integrity through a strengthened system for recruitment, selection and training of district staff:** The single most important investment we made in

providing a high quality education for our students is in the people we hired to instruct, support and manage our schools. VUSD is a large multi-school district that employs over 2500 people. It is important that the details set forth in hiring policies and procedures are thoughtful, clear and function consistently. A highly effective system must also dovetail appropriately with the Master Agreements of our employee groups. With a solid team of administrators and faculty we worked diligently in VUSD to implement protocols and practices such as: We invited faculty and union leaders to meet together to review and assess the effectiveness of faculty hiring procedures. We cross-referenced collective bargaining agreements and board policies and procedures to eliminate conflicts and ensure consistency. We also used this team to assess the procedures for hiring administrators. We discussed the pros and cons of interviewing only internal candidates versus various combinations of internal and external candidates. This helped us clarify our underlying philosophy for shaping our organization with a healthy blend of in-house promotions combined with outside candidates bringing in different talents and experiences. We set varying protocols for hiring different levels of administrators. We studied the research on best practices and implemented protocols that demonstrated the highest levels of objectivity, fairness and successful results. These included thoughtful development of interview questions, strategically designed panel experiences for candidates, dual panel experiences for a candidate with blind (separate) scoring by each panel, and criteria for determining the advancement of finalists. Throughout my tenure with VUSD I had the opportunity to hire over 100 administrators into new leadership assignments with an exceptional high rate of success in their positions. The policies, protocols and system for hiring administrators is still used in the VUSD today.

REFERENCES

Lori Cardoza, COS Board Trustee (past President)

Mobile 559-799-3593

Email loricardoza@msn.com

John Zumwalt , COS Board Trustee (past President)

Mobile 559-779-0209

Work 559-582-1056

Email jzumwalt@zumwalt-hansen.com

Brent Calvin, Vice President, Student Services (COS)

Mobile 559-901-0392

Work 559-730-3731

Email brentc@cos.edu

Christine Statton, Vice President, Administrative Services (COS)

Mobile 559-824-2723

Community College Search Services

West Kern Community College District/Taft College

Executive Search, Superintendent/President

Work 559-735-8072

Email christines@cos.edu

Thea Trimble, Professor-Anatomy / President-Academic Senate (COS)

Work 559-730-3641

Email theat@cos.edu

Phil Cline, Professor- Criminal Justice (COS)

Home 559-734-8820

Email phil2cline@aol.com

Tom Giampietro, volunteer member of COS Community Advisory Committee

Mobile 559-318-0833

Work 559-591-1634

Email tomgiampietro@comcast.net

Doug Bartsch, Director of Education Administration, Fresno Pacific University


Mobile 559-804-6387

Email dbartsch@comcast.net

BOARD AGENDA ITEM

Date: August 18, 2023

Submitted by: Dr. Sheri Horn-Bunk- Executive Director of Foundation and Institutional Advancement

Area Administrator: Brock McMurray, Superintendent/President 

Subject: Request for Approval

Board Meeting Date: September 13, 2023

Title of Board Item:

Request to Name the Engineering and Energy Technology Center

Background:

The Stanley and Madalyn Hutchison Engineering Promise at Taft College was established in 2018 by Madalyn Hutchison in memory of her husband of 38 years, Stanley Hutchison. The final bequest to Taft College to establish the Hutchison Engineering Promise Program was in excess of one million dollars.

Stanley Hutchison was born in Kansas and grew up in Missouri. Madalyn was born and raised in Pennsylvania. Both grew up during the Depression of 1929-32 and have a strong remembrance of their parents working hard to simply put food on the table.

After high school, Stanley worked at the Solar Aircraft factory as an inspector, but wanted to fly so he enlisted in the Army Air Corps during World War II. As a pilot with the 461st Bomb Group, 15th Air Force, Stanley flew missions over Africa, Romania, and the entire European Theater, and earned the Distinguished Flying Cross, the Air Medal four times, the Presidential Unit Citation twice, and numerous other personal decorations.

After the war, with financial aid, Stanley was able to study Petroleum Engineering at the University of California, Berkeley. Immediately after graduation, Stanley began a long and productive career with Standard Oil, which later became Chevron. Through his work at Chevron, Stanley is credited with more than 75 successful patents and over 130 published technical papers.

After high school, Madalyn went to work for an oil company in Pennsylvania. Through the years she moved up and came to California and worked for and retired from Standard Oil - Chevron.

The later years of their careers were based on their work and home location, Kern County California. From there they traveled the world, as needed, to Chevron's domestic and international locations, instructing and implementing many of Stanley's patents on Chevron's behalf.

As per Stanley and Madalyn's wishes, these scholarship funds were created to honor Stanley's strong work ethic, and many accomplishments, by providing financial aid for students in the Taft College Engineering Program. Each scholarship is a renewable award, designed to fill students' funding gaps and allow them, to every possible extent, to transfer out debt-free.

Terms (if applicable):

N/A

Expense (if applicable):

To be determined at a later date

Fiscal Impact Including Source of Funds (if applicable):

Taft College Foundation will fund the placing of the name on the building

Approved: _____


Brock McMurray, Superintendent/President

Date: August 21, 2023
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: September 13, 2023

Title of Board Item:

First Presentation: Proposed Cost of Living Adjustment Compensation Increase of 8.22% to the 2023-24 Faculty Salary Schedules, Appendix B-1, B-2, and B-3

Background:

As part of the continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 8.22% to the Faculty Salary Schedules, Appendix B-1, B-2, and B-3.

Terms (if applicable):

An implementation date retroactive to July 1, 2023

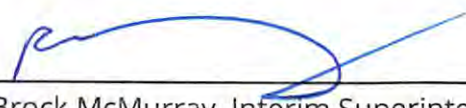
Expense (if applicable):

See below

Fiscal Impact Including Source of Funds (if applicable):

The amount is included in the Adopted Budget for 2023-24.

Approved: _____


Brock McMurray, Interim Superintendent/President

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

COMPENSATION INCREASE OF 8.22% TO THE FACULTY SCHEDULE

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 a compensation increase of 8.22% to the Faculty Salary Schedules, Appendix B-1, B-2, and B-3.

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

1. The above recitals are true and correct.
2. A compensation increase of 8.22% COLA will be applied and implemented retroactively to July 1, 2023. The parties further agree to update the Faculty Salary Schedules, Appendix B-1, B-2 and B-3 of the collective bargaining agreement ("CBA") as appropriate.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

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

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

Dated: October _____, 2023

Dated: October _____, 2023

Board Approval:

First Presentation: September 13, 2023
Second Presentation/Approval: October 11, 2023

Date: August 21, 2023
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: September 13, 2023

Title of Board Item:

First Presentation: Proposed cost of living adjustment increase of 8.22% to the 2023-24 Classified Salary Schedules, Appendix A.

Background:

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 8.22% to the Classified Salary Schedules, Appendix A.

Terms (if applicable):


An implementation date retroactive to July 1, 2023.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

The amount is included in the Adopted Budget for 2023-24.

Approved: 
Brock McMurray, Interim Superintendent/President

Tentative Agreement

**California School Employees Association and its
Taft College Chapter #543
And
West Kern Community College District**

Compensation Increase of 8.22% to the Classified Salary Schedule

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") here by agree to the following Tentative Agreement and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a compensation increase of 8.22% to the Classified Salary Schedules, Appendix A.

Now, therefore, CSEA and the District hereby agree as follows:

- 1) The above recitals are true and correct.
- 2) A compensation increase of 8.22% COLA will be applied and implemented retroactively to July 1, 2023. The parties further agree to update the Classified Salary Schedule, Appendix A of the collective bargaining agreement ("CBA") as appropriate.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA will remain unchanged.
- 4) This agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this Tentative Agreement may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 6) This Agreement will become effective after ratification by the CSEA members.

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

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: _____

Dated: _____

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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

First Presentation: September _____, 2023

Second Presentation/Approval: October _____, 2023

Date: August 22, 2023
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: September 13, 2023

Title of Board Item:
First Reading – Board Policy Revision

Background:
The Board Policy 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 #5040 Student Records, Directory Information, and Privacy

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 5040 Student Records, Directory Information, and Privacy

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Reference:

Education Code Sections 66271.4 et. seq. and 76200, et seq.;
Title 5, Sections 54600, et seq.;
20 U.S. Code Section 1232g(j);
ACCJC Accreditation Standard II.C.8

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The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

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The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District. The CEO shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's diploma.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

1. Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
2. Degrees and awards received by students, including honors, scholarship awards, athletic awards and the President's and Vice President's Lists of recognition.

See Administrative Procedures AP 5040

Date: September 1, 2023
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: September 13, 2023

Title of Board Item:

Resolution 2023/24-02 – Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES 130)

Background:

In order to receive Public Assistance funding through FEMA, the Designation of Applicant’s Agent Resolution for non-state agencies is an application requirement. This is a disaster specific resolution and is effective for only disaster number 4482DR (COVID-19), which authorizes its agent(s) to provide to the Governor’s Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Terms (if applicable):

Not applicable

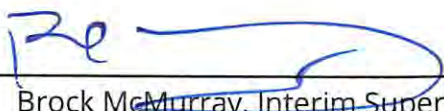
Expense (if applicable):

Not applicable

Fiscal Impact Including Source of Funds (if applicable):

Not applicable

Approved: _____



Brock McMurray, Interim Superintendent/President



DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Trustees OF THE West Kern Community College District
 (Governing Body) (Name of Applicant)

THAT Superintendent/President, OR
 (Title of Authorized Agent)

Vice President, Administrative Services, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the West Kern Community College District,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the West Kern Community College District, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 13 day of September, 2023

Billy White, Board President
 (Name and Title of Governing Body Representative)

Dr. Kathy Orrin, Board Secretary
 (Name and Title of Governing Body Representative)

Dawn Cole, Trustee
 (Name and Title of Governing Body Representative)

CERTIFICATION

I, Sarah Criss, duly appointed and Exec. Admin. Asst. to Supt./President of
 (Name) (Title)

West Kern Community College District, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Trustees
 (Governing Body)

of the West Kern Community College District on the 13th day of September, 2023.
 (Name of Applicant)

 (Signature)

Exec. Admin. Asst. to Supt./President
 (Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.


Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

BOARD AGENDA ITEM

Date: August 24, 2023
Submitted by: Damon A. Bell, VP of Student Services 
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: September 13, 2023

Title of Board Item:

Motimatic, PBC and Taft College Order Form #1 with Addendum A & B for 2023-2024 Academic Year

Background:

Motimatic is delivering brand-compliant activated GuidePosts to various social media platforms on behalf of Taft College using the two recipient lists we provided. These Taft College approved GuidePosts will reflect the action needed from the student based on their current stage: apply, orientation, or register. The first recipient list includes students who applied for Fall 2023 but have not registered. The second recipient list includes students going back to Fall 2019 who have stopped attending. An action fee (\$300) will be paid per student for those that register for one or more Fall 2023 Taft College classes and reaches the Fall 2023 census date. Taft College will not be responsible for payment for any students that do not reach census.

Terms (if applicable):

The effective dates are August 10, 2023 through August 9, 2024 or until each cap is reached.

Expense (if applicable):

The original Basic Order Form #1 has a cap of \$30,000, Addendum A has a cap of \$15,000 and Addendum B has a cap of \$40,000. The total cost for the service will be \$85,000. Motimatic will not charge Taft College more than this cap amount and will stop serving content as this amount is met.

Fiscal Impact Including Source of Funds (if applicable):

This will be paid for by 2023-2024 Student Services Retention & Enrollment Outreach Grant Funding.

Approved: 
Brock McMurray, Interim Superintendent/President

Motimatic, PBC and Taft College
ORDER FORM #1
College Buys Agreement No. 00007182

Client: Taft College		Primary Contact: Tiffany Payne					
Address: 29 Cougar Ct. Taft, CA 93268		Phone: 661-623-6299					
		E-Mail: tipayne@taftcollege.edu					
		Billing E-Mail:					
<p>Services: Motimatic’s Marketing Platform, in the form provided by Company to Client. Company’s Services include:</p> <p>Data-driven Content Experiences. Motimatic will deliver activated GuidePosts as banner and social media ads through various online networks to reflect particular Client end-user (“Recipient”) attributes or objectives. Motimatic will design and produce GuidePost experiences and sequences focused on maximizing conversions among Recipients for the relevant Actions stated below. Client will supply Motimatic with a list of Recipients and Client will identify the specific actions these recipients need to take. Motimatic will create the sequences of GuidePosts to which the Recipients should be assigned and will subscribe Recipients to relevant GuidePosts.</p> <p>Adaptation and Display of GuidePosts to Recipients. Motimatic will add Client branding elements to GuidePosts, in consultation with Client. Motimatic then serves those GuidePosts to Client’s Recipients based on Actions to drive, provided that Client activates each social media adaptation of a GuidePost within the Motimatic platform.</p> <p>Periodic Reports. Motimatic will provide Client with periodic reporting via email or in an online dashboard that summarizes relevant metrics.</p> <p>Motimatic Client Portal. Clients have 24/7 access to the Motimatic Client Portal, where they review and activate GuidePosts that will appear to their Recipients. The portal can also be utilized to securely share required data files and review data specifications. Only those with relevant permissions will have access to GuidePost activation and data uploads.</p>							
<p>Fees:</p> <p>The fees are calculated on a per Action basis pursuant to the following:</p> <table border="1" data-bbox="183 1464 537 1581"> <tr> <td>Action:</td> <td>A</td> </tr> <tr> <td>Fee:</td> <td>\$300 per Action A</td> </tr> </table>		Action:	A	Fee:	\$300 per Action A	<p>Service Term: The initial term of this Agreement shall be 12 months, subject to early termination as provided herein (the “Initial Term”). Following the Initial Term, this Agreement will automatically renew for successive renewal terms of one (1) month, subject to early termination (each, a “Renewal Term”, and together with the Initial Term, the “Service Term”) unless either party gives the other party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.</p>	
Action:	A						
Fee:	\$300 per Action A						
<p>For purposes of this Order Form:</p> <ul style="list-style-type: none"> • “Action A” occurs when a Recipient, from a list of Stop-outs or Applied not Registered students provided by Client to Motimatic, registers for one or more of Client’s classes for a class term and reaches the term census date. 							

<p>For this Order Form #1 a budgetary cap of \$30,000 shall apply. Motimatic will not charge Client more than this cap amount and will stop serving content as this amount is met. Written authorization from Client to continue driving results beyond this cap will be accepted, should Client secure additional funding for this initiative.</p> <p>For purposes of this Order Form, student registrations will be counted as successes and will be considered billable events at the rate listed above. However, because Client will not be responsible for payment for any students that do not reach census, once the census date is reached, Motimatic and Client will review the list of registered students to see which made it to census, after which, a final invoice or refund will be sent.</p> <p>Payment Schedule: All Fees are due within 30 days from date of the applicable invoice. Billing shall occur monthly, in arrears, for any conversion achieved in the previous calendar month.</p> <p>Due to the lag effect inherent in this approach to driving action, any conversions from the list provided by Client to Motimatic up to 7 calendar days after the end of GuidePost serving will be counted as successful conversions and will be subject to the billing terms of this agreement.</p>	<p>Method of Payment: ACH</p>
<p>Service Capacity: No fewer than 2,000 constituents shall exist in the file shared by Client.</p>	

Additional Terms

1. Client shall:

- Provide Motimatic with a data feed file on a daily basis for the purpose of tracking Actions. Receiving daily data file updates dramatically increases the likelihood of success of any engagement with Motimatic as it allows the Motimatic team to make improvements to the serving strategy based on what is observed. Receiving data files on a less-regular cadence may negatively impact performance.
- For the purpose of tracking Actions, set up daily delivery of Recipient data in CSV form to Motimatic according to Motimatic’s data file specifications and instructions. These updated files should contain all Recipients from the initial data file as well as any Recipients added in subsequent files with status updates on relevant Actions.

- Provide Motimatic with a final data file no later than ten calendar days after the end of serving for the purposes of final billing calculations.
- Within 15 days after the Effective Date, execute Motimatic's onboarding instructions, including securely sharing data file, activating GuidePosts and accepting Motimatic's Facebook Moderator request.
- Review new Client-branded GuidePosts from Motimatic regularly, when prompted via (automated) email or direct reminders from Motimatic's team. Each time Motimatic produces a new GuidePost adaptation that references Client's brand, Client will have 10 business days to review the GuidePost adaptation for accuracy, fairness and consistency with Client's brand guidelines before the adapted GuidePost and similar versions for other advertising networks go live. If Client requests revisions ("rework"), an additional 5 business days are added to review the GuidePost before it goes live. If at any time Client determines that an adapted GuidePost requires revision, Client may inform Motimatic via the Motimatic platform, and Motimatic will remove the adapted GuidePost from circulation immediately, beginning the 5-day review rework period again, once any concerns have been addressed.
- Activate at least 85% of the Client-branded GuidePosts that are provisioned.

Client acknowledges that each of the foregoing items is critical to the successful provision of the Services to Client and to the Recipients. Any delay in Client's performance of its responsibilities under this Agreement will result in a delay of the start of the Services for an amount of time proportionate to the delay in Client's performance.

Motimatic and Client both acknowledge and agree that it will not be possible to perfectly attribute all conversions achieved in this effort solely to the work detailed in this Order Form. Motimatic and Client further agree that while students may complete one of the billable Actions listed in the fees section, some of those students may not reach Client's "census" date. In all instances, our mutually agreed upon pricing per Action fully captures the value for Services rendered.



2. Client will keep accurate records and accounts of all Actions in order to calculate Fees. Fifteen (15) days from the end of each calendar month, Client will provide to Company a monthly activity and fee report, which will contain, at a minimum, all information necessary to determine the volume of Actions and the Fees payable by Client hereunder. Company or its agents may, with fifteen (15) days' notice, audit Client's records and inspect Client's facilities to verify Client's compliance with the provisions of this Agreement, including the calculation and payment of Fees. If an audit indicates an underpayment of five percent (5%) or more of any amounts due hereunder or other non-monetary noncompliance, Client will promptly reimburse Company for the reasonable cost of the audit. Such rights will remain in effect through a period ending one year from the termination of this Agreement.

Statement of Core Service. Motimatic provides marketing services to Client where such marketing involves dissemination of information to groups of individuals. Motimatic creates, customizes (in some cases), and distributes advertisement messages that take the form of online banner and social media posts ("GuidePosts") Motimatic distributes such advertisement messages to groups of at least one hundred

(100) or more Recipients at one time. Motimatic does not communicate on an individual basis with any Recipient, collects no information for or on behalf of Client from Recipients, and has no role whatsoever with respect to any decision regarding a Recipient vis-à-vis the Client. While not its sole solution, upon direction from its clients, Motimatic will use its messaging platform to provide best efforts to engage or reengage students (in the aggregate) who would otherwise be at risk of not completing their college degrees as a result of coronavirus. Our goal is to have a positive impact for students, institutions, and their local communities.

Motimatic agrees that it may create, receive from or on behalf of Institution, or have access to, records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 10 U.S.C. Section 1232g (collectively, the "FERPA Records"). Motimatic represents, warrants, and agrees that it will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by **Taft College** in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which Motimatic protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded in accordance with the terms of this Agreement. At the request of Client, Motimatic agrees to provide a written summary of the procedures Motimatic uses to safeguard the FERPA Records.

This "Order Form" is made effective as of the date of signature below, (the "Effective Date") between Motimatic, PBC ("Motimatic" or "Company"), and the Client listed above ("Client"). This Order Form incorporates and is governed by the Terms and Conditions on Motimatic's website located at <https://motimatic.com/terms-of-service> (together with this Order Form, the "Agreement"), which contains, among other things, warranty disclaimers, liability limitations and use limitations. There will be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof. Capitalized terms not separately defined herein will have the meanings ascribed to them in the Terms and Conditions.

Motimatic, PBC	Taft College
By: 	By: 
Name: Mihir Shah	Name: Brock McMurray
Title: CEO	Title: Superintendent/President
Date: 08/10/23	Date: 8/10/23






Motimatic, PBC and Taft College
Addendum A to Basic Order Form #1

This addendum serves to expand the work outlined in Order Form #1 between Motimatic, PBC (Company) and Taft College (Client), signed by both parties on August 10, 2023. This Addendum A is governed by the same terms outlined in the Order Form #1.

Expansion of work:

In addition to the work outlined in the Order Form #1, Client authorizes an additional budget of \$15,000 for a total budget of \$45,000 for Company to pursue the same target audience with the objective of generating additional registrations. Should additional budget beyond this amount be secured, an email from Client to Company authorizing Company to continue serving will be acceptable.

All fees and billing terms outlined in Order Form #1 will remain in effect.

Motimatic, PBC	Taft College
By: 	By: 
Name: Mihir Shah	Name: 
Title: CEO	Title: Superintendent/President
Date: 08/21/23	Date: 8-21-23



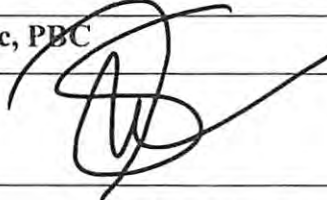

Motimatic, PBC and Taft College
Addendum B to Basic Order Form #1

This addendum serves to expand the work outlined in Order Form #1 between Motimatic, PBC (Company) and Taft College (Client), signed by both parties on August 10, 2023. This Addendum B is governed by the same terms outlined in the Order Form #1.

Expansion of work:

In addition to the work outlined in the Order Form #1, Client authorizes an additional budget of \$40,000 for a total budget of \$85,000 for Company to pursue the same target audience with the objective of generating additional registrations. Should additional budget beyond this amount be secured, an email from Client to Company authorizing Company to continue serving will be acceptable.

All fees and billing terms outlined in Order Form #1 will remain in effect.

Motimatic, PBC	Taft College
By: 	By: 
Name: Mihir Shah	Name: Brock McMurray
Title: CEO	Title: Supt./ Pres.
Date: 08/24/23	Date: 8-24-23

Date: August 28, 2023
Submitted by: Lourdes Gonzalez, EOPS & CalWORKs Coordinator/Counselor
Area Administrator: Dr. Damon Bell, VP Student Services *DAB*
Subject: Request for Ratification

Board Meeting Date: September 13, 2023

Title of Board Item:

Amendment No. 1 to Agreement with Kern County Department of Human Service

Background:

Taft College California Work Opportunity and Responsibility to Kids (CalWORKs) program is contracting with Kern County Department of Human Services (DHS) to provide recipients with educational services and work opportunities to assist them in transitioning to independence. The DHS and Taft College entered into an Agreement for the Release of Information to Kern County Department of Human Services and Designation of Social Service Worker Liaison to provide assistance to CalWORKs students enrolled at Taft College. The Responsibilities of Taft College and of the County are modified of the Agreement to include protocols set forth by Assembly Bill (AB) 1326 (Chapter 570, Statutes of 2021 and California Department of Social Services (CDSS). AB 1326 Responsibilities: Designate a single point of contact (liaison) for inquiries to the County, related to students in need and critical county services. Inform County if/when liaison changes. Receive and distribute program information that is deemed beneficial to the students. Send inquires only as they pertain to policy, general public assistance programs and other services offered by the County.

Terms (if applicable):

The contract is effective for July 1, 2023, through June 30, 2025.

Expense (if applicable):

The County shall compensate Taft College CalWORKs program in an aggregate sum not to exceed \$146,250 over three (3) years as set forth in Exhibit "B".

Fiscal Impact Including Source of Funds (if applicable):

Additional funding from the County has a positive fiscal impact for our CalWORKs program, and such funding provides additional opportunities for recipients.

Approved: 
Brock McMurray, Interim Superintendent/President

**AMENDMENT NO. 1
TO AGREEMENT
FOR
RELEASE OF INFORMATION TO KERN COUNTY DEPARTMENT OF HUMAN SERVICES
AND DESIGNATION OF SOCIAL SERVICE WORKER LIAISON TO
PROVIDE ASSISTANCE TO
CAL-WORKS STUDENTS ENROLLED AT TAFT COLLEGE**

Independent Contractor
(County – West Kern Community College District)

THIS AMENDMENT NO. 1 ("**Amendment No. 1**") is made and entered into on _____ ("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and West Kern Community College District, on behalf of Taft College, (collectively "**College**"), whose principal place of business is located at 29 Cougar Court, Taft, CA 93268. COUNTY/DEPARTMENT and CONTRACTOR are referred to individually as a "**Party**" and collectively as the "**Parties**".

WHEREAS:

- a. County and Contractor entered into an Agreement dated May 23, 2023, for the term of July 1, 2023 through June 30, 2025, Kern County Agreement No. 273-2023 ("**Agreement**"), for Release of Information to Kern County Department of Human Services and Designation of Social Service Worker Liaison to Provide Assistance to Cal-WORKs Students Enrolled at Taft College; and
- b. County and Contractor wish to modify Responsibilities of College and Responsibilities of the County sections of the Agreement to include protocols set forth by Assembly Bill (**AB**) 1326 (Chapter 570, Statutes of 2021 and California Department of Social Services (**CDSS**) All County Information Notice No. I-85-22; and
- c. County and Contractor agree to certain modifications as set forth this Amendment No. 1.

NOW, THEREFORE, IT IS AGREED between the parties as follows:

- 1. Paragraph 2 of the Agreement is amended to read in its entirety as follows:

"2. RESPONSIBILITIES OF COLLEGE

College shall assume responsibility for providing the following services:

- A. Provide students with designated Social Service Worker Liaison's contact information as needed;
- B. Meet with participants in College's CARE/CaWORKs programs and/or potential CARE/CaWORKs program student participants ("**Students**") and obtain their signatures on Consent to Release Forms, **Exhibit "A"** and



Exhibit "B", which will allow the exchange of information between College and Department (NOTE: No information can be exchanged with the Department unless there is a signed Consent to Release Form on file);

- C. In conjunction with the Department, monitor Student participation in approved education and training activities, work study, and other activities in a manner that does not violate Student confidentiality;
- D. Assist Student in developing a student Educational Plan to meet the goals included in their WTW Plans, which may include one of the following prescribed requirements:
 - 1. Taft College General Education;
 - 2. Certificate;
 - 3. Associate of Arts Degree;
 - 4. Associate of Science Degree;
 - 5. Transfer to a four-year institution; and
- E. AB 1326 (Chapter 270, Statutes of 2021) Responsibilities:
 - ✱ 1. Designate a single point of contact (liaison) for inquiries to the County, related to students in need and critical county services.
 - 2. Inform County if/when the liaison changes.
 - 3. Receive and distribute program information that is deemed beneficial to the students.
 - 4. Send inquiries only as they pertain to policy, general public assistance programs, and other services offered by the County."

2. Paragraph 4 of the Agreement is amended to read in its entirety as follows:

"4. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

- A. Designate a Social Service Worker Liaison to provide assistance to Students by phone;
- B. In conjunction with the College, monitor hours of Student participation in approved education and training activities, work study, and other activities in a manner that does not violate Student confidentiality;
- C. Utilize the CalSAWS computer system to determine Student eligibility and complete the Agency's portion of the Taft College CARE/CalWORKs Agency Certification Form, (**Exhibit "C"**) within a two week period in order to minimize the waiting period for a Student that is certified to receive services;



- D. Upon receiving proof that a Student is enrolled in classes for the upcoming semester, issue a WTW Plan;
 - E. At least 10 days prior to the start date of the academic semester, issue a Standardized Supportive Service Payment (**Exhibit "D"**) for books and supplies;
 - F. AB 1326 (Chapter 270, Statutes of 2021) Responsibilities:
 - 1. Designate a liaison who will receive and address as appropriate, general inquiries from the institution's single point of contact.
 - 2. Inform institution of any liaison changes.
 - 3. Provide a response within 2 business days.
 - 4. Annually provide training to selected campus staff regarding changes in programs and services.
 - 5. Schedule quarterly meetings, if needed, to gauge the effectiveness of the agreement and to make changes as necessary."
3. Except as expressly amended herein, all terms and conditions of the original Agreement dated May 23, 2023, as amended, will remain in full force and effect.

[The rest of the page intentionally left blank]





The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____

By _____
Chairman, Board of Supervisors
"COUNTY"

WEST KERN COMMUNITY COLLEGE DISTRICT

Dated: _____

By _____
Mr. Brock McMurray, Interim Superintendent/ President
"College"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____

By _____
Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____

By _____
Bryan Walters, Deputy County Counsel



Kern County

Agt. # 273-2023

AGREEMENT FOR RELEASE OF INFORMATION TO KERN COUNTY DEPARTMENT OF HUMAN SERVICES AND DESIGNATION OF SOCIAL SERVICE WORKER LIAISON TO PROVIDE ASSISTANCE TO CAL-WORKS STUDENTS ENROLLED AT TAFT COLLEGE

Independent Contractor
(COUNTY – WEST KERN COMMUNITY COLLEGE DISTRICT)

THIS AGREEMENT ("**Agreement**") is made and entered into on MAY 23 2023, ("**Execution Date**") by and between the County of Kern, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and West Kern Community College District, on behalf of Taft College, (collectively "**College**"), whose principal place of business is at 29 Cougar Court, Taft, CA 93268. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**".
CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: LQL7VKTSK4A9

WHEREAS:

- a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced and competent to perform those services; and
- b. Department is the County agency responsible for administering the California Work Opportunity and Responsibility to Kids ("**CalWORKs**") Welfare to Work Program ("**WTW**"); and
- c. College assists welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through its Cooperative Agencies Resources for Education ("**CARE**")/CalWORKs Programs and provides coordinated student services including: work-study, job placement, counseling and coordination; and
- d. College is required to coordinate with the Department to determine and document the eligibility of each student for community college CalWORKs and CARE Program services, and ensure that the services provided are not duplicated and are consistent with the student's WTW Plan; and
- e. College and Department desire to have a collaborative working relationship between the Parties for providing information on academic standing, attendance and monthly participation, and providing assistance to students in the CalWORKs WTW Program, and wish to memorialize the terms of providing said service to mutual clients; and
- f. The Parties represent that they are qualified, experienced and willing to provide such services pursuant to the terms and conditions set forth herein and that such services are to the mutual benefit of the Parties and serve a vital interest to the citizens of Kern County.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and promises contained herein, it is agreed between the Parties as follows:

1. TERM

This Agreement shall commence on July 1, 2023 and shall remain in effect until June 30, 2025, unless sooner terminated as provided for in this Agreement.

2. RESPONSIBILITIES OF COLLEGE

College shall assume responsibility for providing the following services:

- A. Provide students with designated Social Service Worker Liaison's contact information as needed;
- B. Meet with participants in College's CARE/CalWORKs programs and/or potential CARE/CalWORKs program student participants ("Students") and obtain their signatures on Consent to Release Forms, **Exhibit "A" and Exhibit "B"**, which will allow the exchange of information between College and Department (NOTE: No information can be exchanged with the Department unless there is a signed Consent to Release Form on file);
- C. In conjunction with the Department, monitor Student participation in approved education and training activities, work study, and other activities in a manner that does not violate Student confidentiality;
- D. Assist Student in developing a student Educational Plan to meet the goals included in their WTW Plans, which may include one of the following prescribed requirements:
 - 1) Taft College General Education;
 - 2) Certificate;
 - 3) Associate of Arts Degree;
 - 4) Associate of Science Degree;
 - 5) Transfer to a four-year institution; and

3. COLLEGE'S REPORTING RESPONSIBILITIES

- A. College shall provide an update of academic standing to Department electronically via encrypted e-mail along with final term grades. Reports shall be in a format agreed upon by College and Department and provided to the Department by the 25th calendar day of each month following the month in which the final term ends.

4. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

- A. Designate a Social Service Worker Liaison to provide assistance to Students by phone;
- B. In conjunction with the College, monitor hours of Student participation in approved education and training activities, work study, and other activities in a manner that does not violate Student confidentiality;

- C. Utilize the CalSAWS computer system to determine Student eligibility and complete the Agency's portion of the Taft College CARE/CalWORKs Agency Certification Form, (**Exhibit "C"**) within a two week period in order to minimize the waiting period for a Student that is certified to receive services;
- D. Upon receiving proof that a Student is enrolled in classes for the upcoming semester, issue a WTW Plan;
- E. At least 10 days prior to the start date of the academic semester, issue a Standardized Supportive Service Payment (**Exhibit "D"**) for books and supplies.

5. COUNTY'S REPORTING RESPONSIBILITIES

- A. Department shall submit the completed Taft College CARE/CalWORKs Agency Certification form to College electronically via encrypted e-mail within two weeks of receipt of the form to provide information regarding the status and eligibility of Students for services.
- B. Department shall inform the College electronically via encrypted e-mail when a Student becomes sanctioned or may no longer be eligible for other reasons, such as moved out of county and/or is no longer receiving cash aid mid-semester

6. COMPENSATION

The services conducted pursuant to the terms and conditions of this Agreement shall be performed without the payment of any monetary consideration by either Party one to the other.

7. REPRESENTATIONS

Department and College make the following representations, which are agreed to be material to and form a part of the inducement for this Agreement:

- A. College has the expertise, facilities and support staff necessary to provide the services described in this Agreement; and
- B. Department has the expertise and SSW staff necessary to provide the services described in this Agreement; and
- C. College does not have any actual or potential interests adverse to County, nor does College represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and
- D. Department and College shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

8. ASSIGNMENT

Neither Party shall assign or transfer this Agreement or its obligations hereunder, or any part thereof nor assign any monies due or which become due under this Agreement without the prior written approval of both Parties.

9. NEGATION OF PARTNERSHIP

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

10. IMMIGRATION REFORM AND CONTROL ACT

College acknowledges that College, and all subcontractors hired by College to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). College is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by College to perform services under this Agreement are in compliance with IRCA. In addition, College agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that College employees, or the employees of any subcontractor hired by College, are not authorized to work in the United States for College or its subcontractor and/or any other claims based upon alleged IRCA violations committed by College or College subcontractors.

11. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

12. INSURANCE

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

- A. **Workers' Compensation and Employers Liability Insurance Requirement.** In the event Contractor has employees who may perform any services pursuant to this Agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the California Labor Code.

Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of \$1,000,000 for bodily injury or disease.

- B. **Liability Insurance Requirements:**

- 1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:
 - a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's

performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least \$1,000,000 each occurrence and \$2,000,000 aggregate.

- b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least \$1,000,000 each occurrence.
 - c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - 3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.
 - 4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- C. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.**

- D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.
- E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.
- F. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- G. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.
- H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

13. CONTRACT DISPUTE

Should a dispute arise between College and County relating to performance under this Agreement, the disputing Party will, prior to exercising any other remedy which may be available, provide written notice of the particulars of the dispute within 30 calendar days of the dispute. The Parties then agree to use their best endeavors to settle such dispute, claim or controversy by negotiating with each other in good faith. If the Parties are unable to

completely resolve the dispute through negotiation, or if the responding Party fails to respond to the complaining Party's notice within 15 business days of its receipt, the Parties agree to proceed to resolving by binding arbitration.

14. **TERMINATION**

Either Party may terminate this Agreement for the material breach of any covenant, term or condition of this Agreement by the other Party, its officers, agents or employees, provided the breach is not cured within 10 business days after written notice thereof is presented to the non-terminating Party. Either Party may terminate this Agreement, with or without cause, upon 30 calendar days prior written notice to the other Party. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. Should County terminate this Agreement as provided herein, County shall have no further obligation to pay for any services rendered or expenses incurred by Contractor after the effective date of the termination and County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section herein.

15. **NOTICES**

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to College shall be addressed as follows:

Director of EOP&S/CARE/CalWORKs
Taft College
29 Cougar Court
Taft, CA 93268

With a copy to:
Mr. Brock McMurray, Interim Superintendent/President
West Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

16. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

17. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. College agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice thereof. College shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

18. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations and covenants contained herein and assumed by the Parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect.

19. AUTHORITY TO BIND COUNTY

It is understood that College, in College's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

20. MODIFICATION OF AGREEMENT

This Agreement may only be modified in writing only, duly signed by the Parties in interest at the time of the modification.

21. NON-WAIVER

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

22. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

23. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

- A. During the term of this Agreement, Parties may receive or create certain confidential Personal Identifiable Information ("PII"). This PII is subject to protection under State and federal law, including the Information Practices Act of 1997 (Cal. Civ. Code §§ 1798 et seq.), and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PII the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PII consistent with applicable law, including currently effective provisions of the Information Practices Act of 1997.
- B. For purposes of this section, PII means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information whether oral or recorded in any form or medium.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements and other applicable laws relating to the security or confidentiality of PII. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with applicable Regulations.
- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the Information Practices Act of 1997, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PII in a manner that is not authorized by the Parties or by applicable law.

- E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration (“SSA”) and the California Department of Health Care Services “DHCS”), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements (“TSSR”), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology (“NIST”) Special Publications (“SP”) 800-122 and 800-53 (<https://www.nist.gov/>), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information (“PII”).

CONTRACTOR RESPONSIBILITIES

- 1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See Exhibit “E”.
- 2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.
- 3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA’s requirements:
 - a. Safeguards for sensitive information;
 - b. Technological safeguards on computer(s) that have access to SSA-provided information;
 - c. Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

- d. Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.
 - e. Compliance with all applicable TSSR and NIST guidelines.
- 4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.
 - 5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("FIPS") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
 - 6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.
 - 7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "E"**.
 - 8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.
 - 9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

- 1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "E"** for access instructions.
- 2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "E"** for access instructions.

- 3) County will maintain records of all Contractor's employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.
- 4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.
- 5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

24. **ENFORCEMENT OF REMEDIES**

No right or remedy herein conferred on or reserved hereunder is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

25. **SEVERABILITY**

Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

26. **COMPLIANCE WITH LAW**

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

27. **CAPTIONS AND INTERPRETATION**

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

28. **TIME OF ESSENCE**

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

29. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

30. FORCE MAJEURE

Both Parties shall exercise every reasonable effort to meet its obligations hereunder and shall not be liable for delays resulting from force majeure or other causes beyond its reasonable control including, but not limited to, compliance with any government law or regulation, acts of God, fires, strikes, lockouts, natural disasters, wars, riots and/or any other cause whatsoever beyond its reasonable control. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

31. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21, including but not limited to, Section 21-117 Staff Development and Training. A copy of CDSS Manual of Policies and Procedures, Chapter 21 can be found at: www.cdss.ca.gov/inforesources/civil-rights.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "E"**). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

32. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits or reviews of all invoices, materials, records of personnel, or other data related to all other

matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

33. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

- A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:
1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
 5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.
- B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

34. LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

35. NON-COLLUSION COVENANT

Both Parties represent and agree that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement. Neither party has received an incentive or special payments or considerations related to the provision of services under this Agreement.

36. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and College. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and College that any such person or entity, other than County or College, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

37. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

38. EXHIBITS

Each exhibit attached to this Agreement is incorporated into this Agreement by reference.

[Remainder of this page is intentionally left blank]

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: MAY 23 2023

By 
Chairman, Board of Supervisors
"County"

WEST KERN COMMUNITY COLLEGE DISTRICT

Dated: 5/2/2023

By 
DocuSigned by:
37A6B4C6C87048A
Mr. Brock McMurray, Interim Superintendent /
President
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: 5/2/2023

By 
DocuSigned by:
1797C65427E9405
Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: 5/2/2023

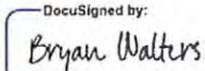
By 
DocuSigned by:
AF387199A8D64A5
Bryan Walters, Deputy County Counsel





EXHIBIT A

**CONSENT FOR RELEASE OR EXCHANGE OF INFORMATION
Taft College CalWORKs**

Name: _____ Date of Birth: _____
Last First Middle

TC Student ID#: _____ Student Phone #: _____

Maiden Name or Other Name Used _____
Last First Middle

I, the undersigned, in accordance with the Federal Family Educational Rights and Privacy Act of 1974 guidelines and Education Code section 76242, authorize the Taft College CalWORKs program to release the following information from my college records to the Kern County Department of Human Services:

- _____ Class Schedule
- _____ Transcripts/Academic Records
- _____ Admissions/Residency Info.
- _____ Educational Plan
- _____ Other (specify): _____

Please note that Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. Section 1232g states that the College can release information about students to college officials who have a legitimate educational interest without the written or verbal consent of the student [34 CFR Section 99.31 (a)(1)]. Information disclosed will be at the CalWORKs Professional's discretion.

This authorization shall remain in effect during my enrollment or until revoked in writing.

Signature of Student Date

IMPORTANT: This form must be completed and signed in person at the Taft College CalWORKs department. Scanned or faxed requests **will not** be accepted.

EXHIBIT B



CalWORKs Student Contract & Consent to Release Information

Name: _____ Student I.D. # _____ Semester: _____

Number of dependent children _____ Single parent Yes No

Major: _____ GED Certificate AA/AS Transfer

Career Goal: _____

Work Status: Employed Work-Study College credit only Volunteer None

Employer: _____ Job Title: _____

Start Date: _____ End Date: _____ Hours per week: _____ Wage: _____

Are you interested in Work-Study? Yes No

I understand that in order to make progress toward my educational goals and maintain academic progress this semester...

I plan to do the following activity hours per week:

- _____ hours in class (number of units enrolled in)
- _____ hours of study time/tutoring/Learning Center Labs
- _____ hours at work (work-study/employment/self-employment/volunteer/other)
- _____ total activity hours

I agree to:

- Provide the Taft College CalWORKs Staff with the most current CalWORKs Welfare-to-Work plan from the Kern County Department of Human Services
- Meet with a Taft College CalWORKs Counselor at least one time this semester
- Meet with a Taft College CalWORKs Counselor regarding changes in course work and/or work hours
- Discuss any problems or concerns with my classes or job immediately with a Taft College CalWORKs Counselor

I authorize that my information be shared between the Department of Human Services CalWORKs program and the Taft College CalWORKs program for verification and eligibility purposes. This authorization shall remain in effect during my enrollment or until revoked in writing.

I understand that I must make satisfactory academic progress in my classes, and that I must stay in compliance with the specified requirements above to maintain my CalWORKs eligibility.

Student Signature: _____

Date: _____

CalWORKs Signature: _____

Date: _____



AGENCY CERTIFICATON-UNTAXED INCOME

Federal and State regulations relative to student financial aid mandate coordination of all family financial resources. The information provided below will be used to determine EOPS/CARE eligibility and will be kept confidential by the campus pursuant to Section 76200-76246 of the California Education Code and the 1974 Family Educational Rights and Privacy Act.

Name of Applicant <i>(Please print)</i> <hr/> Last First <hr/> Last 4 digits of SSN: _____ <hr/> Case Name under which benefits are paid. <i>(Please print)</i> <hr/> Signature _____	RETURN TO: Taft College EOPS/CARE & CalWORKs Coordinator/Counselor Attn: Lourdes Gonzalez 29 Cougar Court Taft, CA 93268 (661) 763-7830 Fax (661) 763-7758
_____ Case Number _____	_____ Date _____
I authorize the appropriate office/agency to provide the information requested by the school listed above.	

TO BE COMPLETED BY THE AGENCY PROVIDING BENEFITS

The person named above **receives no assistance** from this agency.

No Record Not Eligible (Reason) _____

The person named above **receives** assistance from this agency. Case # _____

Marital Status:

Single(never married) Married Divorced Separated Widowed

Is the case a 2 parent household? YES NO

If yes, are both parents related to at least one child? YES NO

Benefit(s) received are listed below:

Type of benefit(s): _____ Benefit(s) began: (Date): _____
CalWORKs/Cal Learn/TANF/AFDC

Is change or termination of benefit(s) anticipated at this time? YES NO

If yes, explain change or give date of termination: _____

Current CalSAWS attached? YES NO

Agency Representative (type or print)

Title/Official Position

Signature

Date

Telephone Number (_____) _____

Exhibit D
SB 1232 Advance Standard Payment Tables

Regular Academic Year

School Attendance/Term	Enrollment Status	Homework Time Calculation	Advance Standard Payment
Semester	Full-Time (12+ units per week)	3 hours of homework time per 1 unit/instructional hour	\$500
Semester	Part-Time (less than 12 units per week)	3 hours of homework time per 1 unit/instructional hour	\$250

Summer and Winter Intersession

School Attendance/Term	Enrollment Status	Homework Time Calculation	Advance Standard Payment
Full Summer Session (approx. 12 weeks)	Full-Time (12+ units/instructional hours per week)	3 hours of homework time per 1 unit/instructional hour	\$350
Full Summer Session (approx. 12 weeks)	Part-Time (less than 12 units/instructional hours)	3 hours of homework time per 1 unit/instructional hour	\$175
Condensed Summer Session (less than 12 weeks)	Full-Time (6+ units/instructional hours per week)	3 hours of homework time per 1 unit/instructional hour	\$175 for each condensed session regardless of full/part-time status
Condensed Summer Session (less than 12 weeks)	Part-Time (less than 6 units/instructional hours)	3 hours of homework time per 1 unit/instructional hour	\$175 for each condensed session regardless of full/part-time status
Winter Intersession (approx. 2-4 weeks)	Treat as Full-Time for WTW participation requirement purposes	3 hours of homework time per 1 unit/instructional hour	\$175

Multiple Institutions

School Attendance/Term	Enrollment Status	Homework Time Calculation	Advance Standard Payment
Semester	Full-Time	3 hours of homework time per 1 unit/instructional hour	\$500
Semester	Part-Time	3 hours of homework time per 1 unit/instructional hour	\$250



Exhibit E

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal or identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting BAAContracts@kerndhs.com. **You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to BAAContracts@kerndhs.com.
- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.
- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3343) BAAContracts@kerndhs.com
- Senior Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com



**KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
SCHEDULE TO MASTER TERMS AND CONDITIONS
PPSA-STANDARD**

I. This **SCHEDULE** ("**Schedule**") shall be effective on July 1, 2023 ("**Effective Date**") and shall terminate no later than June 30, 2024 ("**Termination Date**").

Kern County Department: Human Services ("**Responsible County Department**")

Located at: 100 E. California Ave., Bakersfield, CA 93307

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

Located at: 29 Cougar Court, Taft, CA 93268

Consultant Email for signature: bmc Murray@taftcollege.edu

CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: LQL7VKTSK4A9

- Consultant is (select one): Sole Proprietorship
- Incorporated in the State of Click or tap here to enter text.
- Other (specify) California Community College System Member

II. Consultant shall provide the services and products described in **Exhibit A** ("**Services**"). This excludes travel and other expenses described in Section III. County shall compensate Consultant for those services and products in an amount not to exceed: \$ 73,125.

III. Travel and all other expenses. Select one of the following:

- County **shall not** reimburse Consultant for any travel or other expenses incurred by Consultant.
- County **shall** reimburse Consultant for all travel and/or other necessary and reasonable actual expenses incurred on behalf of County. If the reimbursable expenses include travel, the travel expenses must be reasonable and necessary, approved in advance in writing by the Responsible County Department, and shall not exceed the federal mileage rate and federal diem rate for the location of the services. County shall reimburse Consultant in an amount not to exceed: \$.

IV. Total Amount Payable Under Agreement (Compensation for Services/Products, Plus Travel and Other Expenses)
County shall compensate Consultant for the Services and Products (amount stated in Section II) and reimburse Consultant for expenses, including travel, if applicable (amount stated in Section III). The total amount payable under this agreement shall not exceed: \$ 73,125. (Section II + Section III).

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

- Workers' Compensation: As required by California Labor Code Section 3700
- Commercial General Liability (\$1,000,000/Occurrence; \$2,000,000/Aggregate) or other amounts: \$.
- Automobile Liability (\$1,000,000/Occurrence) or other amount: \$.
- Professional Liability (\$1,000,000/Claim; \$2,000,000/Aggregate) or other amounts: \$.

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

If there are any conflicts between the terms and conditions contained in this Schedule and the Master Terms and Conditions, this Schedule shall control.

The Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

COUNTY OF KERN

DocuSigned by:
By Carol J Cox, CPM 5/18/2023
838C01EB3D9414
Carol J. Cox, C.P.M., Purchasing Manager

DocuSigned by:
Responsible County Department
By Lito Morillo 5/17/2023
1297C95A2760495
Lito Morillo, Director

Office of the County Counsel

WEST KERN COMMUNITY COLLEGE DISTRICT

DocuSigned by:
By Brock McMurray 5/17/2023
3746B126697346A
Brock McMurray,
Interim Superintendent/President
"Consultant"

DocuSigned by:
By Bryan Walters 5/17/2023
AF387199A8D64A5
Bryan Walters, Deputy County Counsel



**EXHIBIT A
SERVICES**

Consultant shall provide the Services shown below for the Responsible County Department based on the following payment schedule: (select one of the following options)

- Consultant shall submit one invoice to County upon contract completion and acceptance of the Services by County.
- Consultant shall invoice monthly for hours expended over the prior 30 days; County to retain 20% of all invoiced amounts until final acceptance of the Services by County.
- Consultant shall invoice County upon the successful completion of milestones:
(insert percentages next to applicable milestones)
 - % Upon completed installation of _____.
 - % Upon completed installation of _____.
 - % Upon completion of training _____.
 - % Other Milestone (describe) _____.
 - % Other Milestone (describe) _____.
 - % Upon contract completion and acceptance of the Services by County.
- Consultant shall invoice County as follows: (describe in detail any payment schedule, milestone payments, percentages and retention as applicable)

County shall compensate Consultant for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed \$73,125 for the term of the Agreement as set forth in **Exhibit "B"**. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State Law.

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at www.whitehouse.gov/omb/information-for-agencies/circulars.

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
- A. All invoices shall be submitted in a form approved by Department and shall include:
- 1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.
 - 2) A simplified worksheet that explains how salary charges on invoices were calculated and allocated and list employees by name, position, location, and amount charged.
 - 3) Itemization of all travel expenses incurred, if allowable. Reimbursement for travel and other related costs shall not exceed County' rates which are in effect at the time the expense(s) is/are incurred.
 - 4) Copies of invoices submitted to Contractor from subcontractors.
 - 5) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billing to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("CDSS") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.



Invoices shall be sent to the Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

- B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.
- C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.
- D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department

1. Full description of the Services:

Services under this Agreement shall begin on July 1, 2023.

Consultant Responsibilities

Consultant shall assume responsibility for providing the following services for CalWORKs Welfare to Work Students each fiscal year.

- A. Meet with participants in College's CalWORKs program and/or potential CalWORKs program participants (Students) and obtain their signatures on a Consent to Release Form, which will allow the exchange of information between College and Department (NOTE: No information can be exchanged with the Department unless there is a signed Consent to Release Form on file); and
- B. Assist Students in developing a student Educational Plan and to assist with meeting the goals included in their Welfare to Work (WTW) Plans, which may include one of the following prescribed requirements:
 - 1. Taft College General Education
 - 2. Certificate
 - 3. Associate of Arts Degree
 - 4. Associate of Science Degree
 - 5. Transfer to a four year institution
- C. Only serve students who continue to meet eligibility criteria for enrolment and are registered to attend classes at the College.
- D. In conjunction with the Department, monitor hours of Student participation in approved work study in a manner that does not violate Student confidentiality; and
- E. Inform the Department employee of CalWORKs work-study Students being placed to work on campus and provide information regarding their participation in this activity (such as number of hours worked per month).
- F. **Reporting Responsibilities**

At least 60 days prior to the start of each semester, the College shall inform the Department of any who are not eligible to enroll due to their academic standing.

- 1. Student work study participation information shall be provided to Department monthly. Report shall be in a format agreed upon by College and Department and submitted to the Department by the 25th calendar day of each month following the month in which services were rendered.

Department Responsibilities

Department shall assume responsibility for providing the following services:

- A. In conjunction with College, monitor hours of Student participation in approved work study in a manner that does not violate Student confidentiality.

Provide supportive services required for participation in assigned WTW activities including work study.

2. Dates and location where the Services will take place (include time schedule and/or milestone dates if appropriate):

Services are provided at Taft College located at 29 Cougar Court, Taft, CA 93268 with varying dates and times. Meeting dates and times between Consultant and Students shall be determined and agreed upon by Consultant and Students.

3. If training is involved, the hours per day that are included in the training and minimum/maximum number of staff/trainees allowed to attend the training:

Not Applicable



- 4. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist Consultant in provision of the Services:

By Responsible County Department:

Not applicable

By Consultant:

Not Applicable

- 5. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

- A. During the term of this Agreement, Parties may receive or create certain confidential Personal Identifiable Information ("PII"). This PII is subject to protection under State and federal law, including the Information Practices Act of 1997 (Cal. Civ. Code §§ 1798 et seq.), and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PII the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PII consistent with applicable law, including currently effective provisions of the Information Practices Act of 1997.
- B. For purposes of this section, PII means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information whether oral or recorded in any form or medium.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements and other applicable laws relating to the security or confidentiality of PII. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with applicable Regulations.
- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the Information Practices Act of 1997, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PII in a manner that is not authorized by the Parties or by applicable law.
- E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("SSA") and the California Department of Health Care Services "DHCS"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("TSSR"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("NIST") Special Publications ("SP") 800-122 and 800-53 (<https://www.nist.gov>), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information ("PII").

CONTRACTOR RESPONSIBILITIES

- 1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "C"**.
- 2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines.



Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

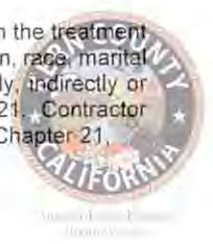
- 3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:
 - a) Safeguards for sensitive information;
 - b) Technological safeguards on computer(s) that have access to SSA-provided information;
 - c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;
 - d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.
 - e) Compliance with all applicable TSSR and NIST guidelines.
- 4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.
- 5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("FIPS") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
- 6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.
- 7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "C"**.
- 8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.
- 9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBILITIES

- 1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "C"** for access instructions.
- 2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "C"** for access instructions.
- 3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.
- 4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.
- 5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

6. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21.



Including, but not limited to, Section 21-117 Staff Development and Training. A copy of CDSS Manual of Policies and Procedures, Chapter 21 can be found at www.cdss.ca.gov/inforesources/civil-rights.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "D"**). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

7. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

- A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:
1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
 5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.
- B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

8 LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



EXHIBIT "B"

West Kern Community College District CalWORKs Work Study Budget FY 23/24	
Line Item	Budget Amount
SALARIES	\$65,046
PAYROLL TAXES & BENEFITS	\$8,079
OPERATIONAL COSTS	\$0
TOTAL DIRECT COSTS	\$73,125
OVERHEAD OR INDIRECT COSTS	\$0
TOTAL COSTS	\$73,125



West Kern Community College District CalWORKs Work Study Budget FY 23/24	
Line Items	Descriptive Narratives
SALARIES	\$65,046
CalWORKs Coordinator	Services (Counseling & Coordination) 5 hours per week at the current adjunct rate for 52 weeks including benefit costs. Wages paid to CalWORKs students through June 30, 2024 including benefit costs.
CalWORKs Work Study Students	
PAYROLL TAXES & BENEFITS	\$8,079
Payroll taxes	Benefits include employer payroll taxes and benefits of Salaries and Wages. Benefits include OASDI, Unemployment Insurance and Workers Comp.
Benefits	
OPERATIONAL COSTS	\$0
TOTAL DIRECT COSTS	\$73,125
OVERHEAD OR INDIRECT COSTS	\$0
	Certified Rate 0% Fixed Rate 0%
TOTAL COSTS	\$73,125



EXHIBIT "C"

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal or identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting BAAContracts@kerndhs.com. **You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to BAAContracts@kerndhs.com.
- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.
- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3432) BAAContracts@kerndhs.com
- Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com



EXHIBIT "D"

VENDOR ASSURANCE OF COMPLIANCE WITH
THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

NAME OF VENDOR/RECIPIENT West Kern Community College District

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.



**KERN COUNTY
PERSONAL/PROFESSIONAL SERVICES AGREEMENT
SCHEDULE TO MASTER TERMS AND CONDITIONS
PPSA-STANDARD**

I. This **SCHEDULE** ("**Schedule**") shall be effective on July 1, 2023 ("**Effective Date**") and shall terminate no later than June 30, 2024 ("**Termination Date**").

Kern County Department: Human Services ("**Responsible County Department**")

Located at: 100 E. California Ave., Bakersfield, CA 93307

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

Located at: 29 Cougar Court, Taft, CA 93268

Consultant Email for signature: bmc Murray@taftcollege.edu

CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: LQL7VKTSK4A9

Consultant is (select one):

- Sole Proprietorship
- Incorporated in the State of Click or tap here to enter text.
- Other (specify) California Community College System Member

II. Consultant shall provide the services and products described in **Exhibit A** ("**Services**"). This excludes travel and other expenses described in Section III. County shall compensate Consultant for those services and products in an amount not to exceed: \$ 73,125.

III. Travel and all other expenses. Select one of the following:

- County **shall not** reimburse Consultant for any travel or other expenses incurred by Consultant.
- County **shall** reimburse Consultant for all travel and/or other necessary and reasonable actual expenses incurred on behalf of County. If the reimbursable expenses include travel, the travel expenses must be reasonable and necessary, approved in advance in writing by the Responsible County Department, and shall not exceed the federal mileage rate and federal diem rate for the location of the services. County shall reimburse Consultant in an amount not to exceed: \$.

IV. Total Amount Payable Under Agreement (Compensation for Services/Products, Plus Travel and Other Expenses)
County shall compensate Consultant for the Services and Products (amount stated in Section II) and reimburse Consultant for expenses, including travel, if applicable (amount stated in Section III). The total amount payable under this agreement shall not exceed: \$ 73,125. (Section II + Section III).

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

- Workers' Compensation: As required by California Labor Code Section 3700
- Commercial General Liability (\$1,000,000/Occurrence; \$2,000,000/Aggregate) or other amounts: \$.
- Automobile Liability (\$1,000,000/Occurrence) or other amount: \$.
- Professional Liability (\$1,000,000/Claim; \$2,000,000/Aggregate) or other amounts: \$.

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

If there are any conflicts between the terms and conditions contained in this Schedule and the Master Terms and Conditions, this Schedule shall control.

The Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

COUNTY OF KERN

DocuSigned by:
By Carol J Cox, CPM 5/18/2023
B3BC01EB3DB94114
Carol J. Cox, C.P.M., Purchasing Manager

DocuSigned by:
Responsible County Department
By Lito Morillo 5/17/2023
1707065A2760495
Lito Morillo, Director

Office of the County Counsel

WEST KERN COMMUNITY COLLEGE DISTRICT

DocuSigned by:
By Brock McMurray 5/17/2023
37ACB466B7945A
Brock McMurray,
Interim Superintendent/President
"Consultant"

DocuSigned by:
By Bryan Walters 5/17/2023
AF387199A8D64A5
Bryan Walters, Deputy County Counsel



**EXHIBIT A
SERVICES**

Consultant shall provide the Services shown below for the Responsible County Department based on the following payment schedule: (select one of the following options)

- Consultant shall submit one invoice to County upon contract completion and acceptance of the Services by County.
- Consultant shall invoice monthly for hours expended over the prior 30 days; County to retain 20% of all invoiced amounts until final acceptance of the Services by County.
- Consultant shall invoice County upon the successful completion of milestones:
(insert percentages next to applicable milestones)
 - % Upon completed installation of _____.
 - % Upon completed installation of _____.
 - % Upon completion of training _____.
 - % Other Milestone (describe) _____.
 - % Other Milestone (describe) _____.
 - % Upon contract completion and acceptance of the Services by County.
- Consultant shall invoice County as follows: (describe in detail any payment schedule, milestone payments, percentages and retention as applicable)

County shall compensate Consultant for all necessary and reasonable costs incurred on behalf of County in an amount not to exceed \$73,125 for the term of the Agreement as set forth in **Exhibit "B"**. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State Law.

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications (current publications are available online and can be found at www.whitehouse.gov/omb/information-for-agencies/circulars.

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
- A. All invoices shall be submitted in a form approved by Department and shall include:
- 1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.
 - 2) A simplified worksheet that explains how salary charges on invoices were calculated and allocated and list employees by name, position, location, and amount charged.
 - 3) Itemization of all travel expenses incurred, if allowable. Reimbursement for travel and other related costs shall not exceed County' rates which are in effect at the time the expense(s) is/are incurred.
 - 4) Copies of invoices submitted to Contractor from subcontractors.
 - 5) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billing to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("CDSS") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.



Invoices shall be sent to the Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

- B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.
- C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.
- D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department

1. Full description of the Services:

Services under this Agreement shall begin on July 1, 2023.

Consultant Responsibilities

Consultant shall assume responsibility for providing the following services for CalWORKs Welfare to Work Students each fiscal year.

- A. Meet with participants in College's CalWORKs program and/or potential CalWORKs program participants (Students) and obtain their signatures on a Consent to Release Form, which will allow the exchange of information between College and Department (NOTE: No information can be exchanged with the Department unless there is a signed Consent to Release Form on file); and
- B. Assist Students in developing a student Educational Plan and to assist with meeting the goals included in their Welfare to Work (WTW) Plans, which may include one of the following prescribed requirements:
 - 1. Taft College General Education
 - 2. Certificate
 - 3. Associate of Arts Degree
 - 4. Associate of Science Degree
 - 5. Transfer to a four year institution
- C. Only serve students who continue to meet eligibility criteria for enrolment and are registered to attend classes at the College.
- D. In conjunction with the Department, monitor hours of Student participation in approved work study in a manner that does not violate Student confidentiality; and
- E. Inform the Department employee of CalWORKs work-study Students being placed to work on campus and provide information regarding their participation in this activity (such as number of hours worked per month).
- F. Reporting Responsibilities

At least 60 days prior to the start of each semester, the College shall inform the Department of any who are not eligible to enroll due to their academic standing.

- 1. Student work study participation information shall be provided to Department monthly. Report shall be in a format agreed upon by College and Department and submitted to the Department by the 25th calendar day of each month following the month in which services were rendered.

Department Responsibilities

Department shall assume responsibility for providing the following services:

- A. In conjunction with College, monitor hours of Student participation in approved work study in a manner that does not violate Student confidentiality.

Provide supportive services required for participation in assigned WTW activities including work study.

2. Dates and location where the Services will take place (include time schedule and/or milestone dates if appropriate):

Services are provided at Taft College located at 29 Cougar Court, Taft, CA 93268 with varying dates and times. Meeting dates and times between Consultant and Students shall be determined and agreed upon by Consultant and Students.

3. If training is involved, the hours per day that are included in the training and minimum/maximum number of staff/trainees allowed to attend the training:

Not Applicable



4. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist Consultant in provision of the Services:

By Responsible County Department:

Not applicable

By Consultant:

Not Applicable

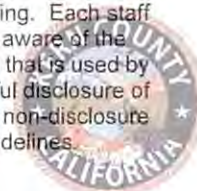
5. CONFIDENTIALITY

No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

- A. During the term of this Agreement, Parties may receive or create certain confidential Personal Identifiable Information ("PII"). This PII is subject to protection under State and federal law, including the Information Practices Act of 1997 (Cal. Civ. Code §§ 1798 et seq.), and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PII the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PII consistent with applicable law, including currently effective provisions of the Information Practices Act of 1997.
- B. For purposes of this section, PII means any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information whether oral or recorded in any form or medium.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements and other applicable laws relating to the security or confidentiality of PII. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with applicable Regulations.
- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the Information Practices Act of 1997, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PII in a manner that is not authorized by the Parties or by applicable law.
- E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("SSA") and the California Department of Health Care Services "DHCS"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("TSSR"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("NIST") Special Publications ("SP") 800-122 and 800-53 (<https://www.nist.gov>), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personal Identifiable Information ("PII").

CONTRACTOR RESPONSIBILITIES

- 1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "C"**.
- 2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines.



Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

- 3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:
 - a) Safeguards for sensitive information;
 - b) Technological safeguards on computer(s) that have access to SSA-provided information;
 - c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;
 - d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.
 - e) Compliance with all applicable TSSR and NIST guidelines.
- 4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.
- 5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("FIPS") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
- 6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.
- 7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "C"**.
- 8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.
- 9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBILITIES

- 1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "C"** for access instructions.
- 2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "C"** for access instructions.
- 3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.
- 4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.
- 5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

6. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21.



Including, but not limited to, Section 21-117 Staff Development and Training. A copy of CDSS Manual of Policies and Procedures, Chapter 21 can be found at www.cdss.ca.gov/inforesources/civil-rights.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "D"**). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

7. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

- A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:
 - 1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
 - 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
 - 5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.
- B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

8. LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



EXHIBIT "B"

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SALARIES	\$65,046
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TOTAL COSTS	\$73,125



EXHIBIT "C"

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 2, 2016, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal of identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting BAAContracts@kerndhs.com. **You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to BAAContracts@kerndhs.com.
- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.
- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3432) BAAContracts@kerndhs.com
- Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com



EXHIBIT "D"

**VENDOR ASSURANCE OF COMPLIANCE WITH
THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

NAME OF VENDOR/RECIPIENT West Kern Community College District

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.


BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.



BOARD AGENDA ITEM

Date: August 23, 2023

Submitted by: Todd Hampton, Ed.D., Vice President of Administrative Services 

Area Administrator: Brock McMurray, Superintendent/President

Subject: Request for Approval

Board Meeting Date: September 13, 2023

Title of Board Item:

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

Background:

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

Terms (if applicable): July 1, 2023 to June 30, 2024

Expense (if applicable): N/A

Fiscal Impact Including Source of Funds (if applicable):

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

Approved: 
Brock McMurray, Superintendent/President

AGREEMENT

West Kern Adult Education Network Joint Powers Authority Funds Agreement

Between West Kern Community College District

And

**West Kern Adult Education Network Joint Powers Authority
July 1, 2023 - June 30, 2024**

Agreement:

I. BACKGROUND OF AGREEMENT

Fiscal Agent: West Kern Community College District (WKCCD)

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

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

EXHIBIT A AEP 2023-2024 Allocation

EXHIBIT B Chancellor's Office Memorandum Dated May 19, 2017,

Accounting Advisory: Adult Education Block Grant Funds

II. TERMS OF AGREEMENT

Effective Date: July 1, 2023

Expiration Date of Agreement: June 30, 2024

III. RULES OF FUNDING

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

IV. PASS THROUGH FUNDS AGREEMENT PAYMENTS AND INVOICING

- a. **Allocations from Pass Through Fiscal Agent to WKAEN JPA will be utilized in accordance with the terms and conditions of this agreement and adhering to allocation articulated in Exhibit A. These funds are subject to reduction by the District should the Fiscal Agent experience a reduction in funding from the Chancellor's Office.**
- b. **WKCCD shall make payments to WKAEN JPA up to the allocation of Adult Education Block Grant funds established by the Chancellor's Office for the fiscal year 2023-2024. Payments will be paid no more frequently than on a monthly basis. These payments will be made after the submission of a detailed invoice, by no later than the 30th of the month**

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

- c. District must receive final invoices no later than July 15, 2024.
- d. WKCCD will receive indirect funds based on actual cost of service rendered and not to exceed 1% of total allocations. WKAEN will fund WKCCD in the 3rd quarter of each fiscal year.

V. NOTICES

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

Fiscal Agent: West Kern Community College District
Attn: Todd Hampton, Ed.D., VP, Administrative Services
Address: 29 Cougar Court
Taft, CA 93268
Telephone: (661) 763- 7700
Email: thampton@taftcollege.edu

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

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

VI. TERMINATION

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

the Cure Period, and if the breaching Party has not cured the breach and provided written notice of such cure to the non-of the Cure Period without any further notice by the Parties. Termination of this agreement; however, will no invalidate commitments or obligations entered into on a Participation Agreement prior to the date of the termination that cannot be cancelled.

VII. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBLE MATTERS

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

West Kern Adult Education Network
JPA



Authorized Representative
Program Director

Title
Aug 24, 2023

Date

West Kern Community College
District

Authorized Representative
Superintendent/President

Date

CAEP Regional Consortium	FY 23-24 Proposed COLA	FY 23-24 Preliminary Allocation	FY 24-25 Preliminary Allocation
01 Allan Hancock Community College Consortium	\$152,650	\$2,030,272	\$2,030,272
02 Antelope Valley Regional Adult Education Consortium	\$369,320	\$4,912,019	\$4,912,019
03 Barstow Area Consortium for Adult Education	\$83,532	\$1,110,994	\$1,110,994
04 Butte-Glenn Adult Education Consortium	\$201,755	\$2,683,382	\$2,683,382
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$315,475	\$4,195,869	\$4,195,869
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$1,350,031	\$17,955,656	\$17,955,656
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$850,924	\$11,317,450	\$11,317,450
08 West End Corridor/ Chaffey Regional AE Consortium	\$663,492	\$8,824,564	\$8,824,564
09 Citrus College Adult Education Consortium	\$397,820	\$5,291,081	\$5,291,081
10 Coast Adult Education Consortium	\$686,800	\$9,134,568	\$9,134,568
11 Tri City Adult Education Consortium	\$565,939	\$7,527,096	\$7,527,096
12 Contra Costa Adult Education Consortium	\$1,365,689	\$18,163,912	\$18,163,912
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$75,055	\$998,248	\$998,248
14 Desert Regional Consortium	\$297,430	\$3,955,868	\$3,955,868
15 South Bay Adult Education Consortium (El Camino)	\$943,847	\$12,553,334	\$12,553,334
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$75,055	\$998,248	\$998,248
17 Foothill De Anza/ NSCCSTC	\$786,319	\$10,458,181	\$10,458,181
18 Gavilan Regional Adult Career and Education Services	\$132,874	\$1,767,254	\$1,767,254
19 Glendale Community College District Regional Consortium	\$98,620	\$1,311,664	\$1,311,664
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$763,807	\$10,158,769	\$10,158,769
21 Salinas Valley Adult Education Consortium	\$338,872	\$4,507,054	\$4,507,054
22 Imperial County Adult Education Consortium	\$179,299	\$2,384,714	\$2,384,714
23 Kern AEBG Consortium	\$1,565,744	\$20,824,686	\$20,824,686
24 Lake Tahoe Adult Education Consortium	\$82,561	\$1,098,073	\$1,098,073
25 Lassen County AB86 Consortium	\$86,691	\$1,153,008	\$1,153,008
26 Long Beach Adult Education	\$220,458	\$2,932,129	\$2,932,129
27 Los Angeles Regional Adult Education Consortium	\$11,833,132	\$157,382,821	\$157,382,821
28 Capital Adult Education Regional Consortium	\$1,080,507	\$14,370,934	\$14,370,934
29 Marin County Adult Education Block Grant Consortium	\$135,671	\$1,804,456	\$1,804,456
30 Mendocino-Lake Consortium	\$141,536	\$1,882,451	\$1,882,451
31 Gateway Adult Education Network (Merced)	\$304,598	\$4,051,206	\$4,051,206
32 Coastal North County Adult Education Consortium (MiraCosta)	\$109,959	\$1,462,474	\$1,462,474
33 Monterey Peninsula Consortium	\$234,053	\$3,112,949	\$3,112,949
34 Mt. San Antonio Regional Consortium for Adult Education	\$3,219,618	\$42,821,505	\$42,821,505
35 Southwest Riverside County Adult Education Regional Consortium	\$446,182	\$5,934,308	\$5,934,308
36 Napa Valley Adult Education Consortium	\$262,178	\$3,487,020	\$3,487,020
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$354,772	\$4,718,533	\$4,718,533
38 Southern Alameda County Consortium (Ohlone)	\$381,896	\$5,079,286	\$5,079,286
39 Palo Verde Consortium	\$75,055	\$998,248	\$998,248
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$723,920	\$9,628,275	\$9,628,275
41 Pasadena Area Consortium	\$172,063	\$2,288,473	\$2,288,473
42 Northern Alameda Consortium for Adult Education	\$739,325	\$9,833,162	\$9,833,162
43 Rancho Santiago Adult Education Consortium	\$427,518	\$5,686,062	\$5,686,062
44 North Coast Adult Education Consortium (Redwoods)	\$102,949	\$1,369,246	\$1,369,246
45 Rio Hondo Region Adult Education Consortium	\$1,326,734	\$17,645,808	\$17,645,808
46 About Students Regional Consortium (Riverside)	\$762,347	\$10,139,355	\$10,139,355
47 Inland Adult Education Consortium (San Bernardino)	\$967,201	\$12,863,955	\$12,863,955
48 San Diego Adult Education Regional Consortium	\$431,590	\$5,740,222	\$5,740,222
49 San Francisco Adult Education Consortium	\$355,855	\$4,732,940	\$4,732,940

50 Delta Sierra Regional Alliance (San Joaquin)	\$770,950	\$10,253,776	\$10,253,776
51 South Bay Consortium for Adult Education (San Jose)	\$1,607,709	\$21,382,819	\$21,382,819
52 San Luis Obispo County Adult Education Consortium	\$129,131	\$1,717,465	\$1,717,465
53 ACCEL San Mateo County	\$884,845	\$11,768,606	\$11,768,606
54 Santa Barbara AEBG Consortium	\$75,055	\$998,248	\$998,248
55 Santa Clarita Valley Adult Education Consortium	\$119,152	\$1,584,749	\$1,584,749
56 Santa Monica Regional Consortium for Adult Education	\$104,586	\$1,391,014	\$1,391,014
57 Sequoias Adult Education Consortium (SAEC)	\$886,425	\$11,789,618	\$11,789,618
58 Shasta-Tehama-Trinity Adult Education Consortium	\$102,987	\$1,369,749	\$1,369,749
59 Sierra Joint Consortium	\$309,413	\$4,115,247	\$4,115,247
60 Solano Adult Education Consortium	\$362,570	\$4,822,242	\$4,822,242
61 Sonoma County Adult Education Consortium	\$233,921	\$3,111,198	\$3,111,198
62 South Orange County Regional Consortium (SOCRC)	\$444,610	\$5,913,395	\$5,913,395
63 South Bay Adult Education Consortium (Southwestern)	\$1,332,997	\$17,729,107	\$17,729,107
64 State Center Adult Education Consortium	\$1,386,769	\$18,444,287	\$18,444,287
65 Ventura County Adult Education Consortium	\$1,397,286	\$18,584,164	\$18,584,164
66 Victor Valley Adult Education Regional Consortium	\$200,918	\$2,672,247	\$2,672,247
67 West Hills College Consortium	\$102,753	\$1,366,629	\$1,366,629
68 West Kern Consortium	\$75,055	\$998,248	\$998,248
69 Yosemite (Stanislaus Mother Lode) Consortium	\$402,611	\$5,354,799	\$5,354,799
70 North Central Adult Education Consortium (Yuba)	\$291,063	\$3,871,196	\$3,871,196
71 Adult Education Pathways (Siskiyou)	\$87,474	\$1,163,415	\$1,163,415
Total:	\$48,547,000	\$645,684,000	\$645,684,000

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

Memorandum

Fiscal Services Memo 17-06
Via E-mail Only

May 19, 2017

To: Chief Business Officers

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

Subject: Accounting Advisory: Adult Education Block Grant Funds

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

Fiscal Agent

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

Participant/Provider

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

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

Contacts

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

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

Date: August 23, 2023
Submitted by: Dr. Sharyn Eveland, Professor of Psychology
Area Administrator: Dr. Leslie Minor, VP of Instruction
Subject: Request for Ratification



Board Meeting Date: September 13, 2023

Title of Board Item:

Annual Renewal of IBM SPSS Statistics Base Concurrent User Subscription and Support. Quote number: 19615900

Background:

This annual renewal of software supports Psychology 2200, Elementary Statistics for the Behavioral Sciences and Psychology 2205, Introduction to Research Methods in the Social Sciences.

Terms (if applicable):

September 2, 2023 - September 30, 2024

Expense (if applicable):

\$13,951.50

Fiscal Impact Including Source of Funds (if applicable):

This expense is included in the Office of Instruction budget.

Approved: 
Brock McMurray, Interim Superintendent/President

Addendum to the Program License Agreement for IBM SPSS Academic Campus Value Option



The terms of this Addendum to the Program License Agreement for IBM SPSS Campus Value Option ("Addendum") are in addition to or modify the terms of the IBM International Program License Agreement ("IPLA") or the Client Relationship Agreement ("CRA") license and govern IBM's provision of selected IBM SPSS Programs, on a limited use basis, to "Licensee" (also called "Client"). If there is a conflict between the terms of this Addendum and those of the IPLA or CRA, including its License Information document ("LI"), the terms of this Addendum prevail. The IPLA or CRA and its LIs are available on the Internet at ibm.com/software/sla.

You accept the terms of this Addendum by signing below.

To participate in the IBM SPSS Academic Campus Value Option under the Agreement, Licensee must be an Accredited Education Institution and meet the requirements set forth in this Addendum.

An Accredited Education Institution is defined as a public or privately funded body. The institution may take the form of:

1. a university or college offering education leading to nationally recognized qualifications or levels of academic achievement, accredited by a regional or national accrediting council or commission or appropriate government agency or board of education of the state or country in which the educational institution is located,
2. an academic research institution or
3. a primary, elementary or secondary level school, either publicly or privately funded, where education is the principal objective leading to nationally recognized qualifications or levels of academic achievement, accredited to deliver education by national or regional councils or agencies.

1. Campus Value Option License Grant & Restrictions

If Licensee acquires a license to use the Program(s) listed in Section 3 under the "Campus Value Unit" licensing model, ("CVU License") as indicated by the notation "Campus Value Unit" in a Proof of Entitlement ("PoE") for the Program, the following additional terms and conditions apply:

- a. Campus Value Units are calculated based upon the number of full time equivalent students ("FTE") of Licensee's institution and the projected number of users during the fixed term specified by the start and end dates on Quotation Number **19615900** that accompanies this Addendum and as indicated in the PoE for the Program. "Full Time Equivalent" or "FTE" students are defined as the sum of full time enrolled students plus one-half of the total number of part time enrolled students.
- b. Licensee may use the Program(s) listed below only during the fixed term specified in the Quotation and on Licensee's PoE.
- c. Except for Home Use, Licensee may use the Program(s) listed below without restriction as to quantity during the applicable fixed term.
- d. Licensee may only use the Program(s) listed below for teaching and non-commercial academic research on computers owned or leased by Licensee. Non-commercial academic research means research by degree seeking students and faculty members where (i) the results of such research are not intended primarily for the benefit of a third party; (ii) such results are made available to anyone without restriction on use, copying or further distribution; and (iii) any copy of any such result is furnished for no more than the cost of hosting, reproduction, and shipping. Any other use including but not limited to university administration and operations is strictly prohibited under the terms of this Addendum.

2. Home Use, and Virtual Computer Lab Use Extensions

Licensee may elect "Home Use", "or "Virtual Computer Lab Use" in Section 3 as part of their Campus Value Option.

2.1 Authorization for Home Use:

If Licensee obtains the proper entitlement for Home Use as indicated in Section 3, then Licensee's students and faculty of Licensee's institution may use the Program(s) listed below at home on computers that are owned or leased by the students or faculty ("Home Use") up to the entitled number of Authorized Users in Section 3 for the purposes set forth in Section 1d above. Institutions who purchase the home user rider need to develop a method to deliver the SPSS Statistics software to their students. Students and faculty can no longer use the SPSS Statistics trial to download the software The Home Use edition will mirror the purchased Campus edition in features and functionality.

2.2 Authorization for Virtual Computer Lab Use

If Licensee obtains the proper entitlement for Virtual Computer Lab Use as indicated in Section 3, then Licensee may use the Program(s) listed below in a virtualized computing environment on computers that are owned or leased by Licensee and students and faculty of Licensee's institution may access and use the Program(s) on or off campus for the purposes set forth in Section 1d above ("Virtual Computer Lab Use"). Virtual Computer Lab Use is restricted to Licensee's campuses covered by this Campus Value Option.

3.0 Campus Value Option Programs

CAMPUS VALUE OPTION EXTENSIONS	AUTHORIZATION
Number of IBM SPSS Statistics Authorized Home Users	<i>Unlimited</i>
Number of IBM SPSS Amos Authorized Home Users	<i>0</i>
IBM SPSS Statistics Virtual Computer Lab Use	<i>Yes</i>

PART NUMBER	PART NUMBER DESCRIPTION	QUANTITY
D0EVQLL	IBM SPSS Statistics Base Campus Edition Campus Value Unit Term License Subscription and Support 12 Months	70
D0EVQLL	IBM SPSS Statistics Base Campus Edition Campus Value Unit Term License Subscription and Support 12 Months	10
D0EVQLL	IBM SPSS Statistics Base Campus Edition Campus Value Unit Term License Subscription and Support 12 Months	10
D0EU4LL	IBM SPSS Exact Tests Campus Value Unit Term License Subscription and Support 12 Months	70
D0EU4LL	IBM SPSS Exact Tests Campus Value Unit Term License Subscription and Support 12 Months	10
D0EU4LL	IBM SPSS Exact Tests Campus Value Unit Term License Subscription and Support 12 Months	10

Once signed, any reproduction of this Addendum made by reliable means (for example, electronic image, photocopy or facsimile) is considered an original. Each of us agrees that the complete agreement, which replaces any prior oral or written communications between us regarding this transaction, consists of 1) this Addendum, 2) the IPLA, and, 3) the Quotation. In entering into this Addendum, Client is not relying upon any representation made by or on behalf of IBM that is not specified in this Addendum, the IPLA or CRA, or the Quotation.

Agreed to: Taft College

Agreed to:
International Business Machines Corporation

By _____
Authorized signature

By _____
Authorized signature

Name (type or print):

Name (type or print):

Title:

Title: Sr. Account Manager

Date:

Date:

Customer identification number:

Customer site number:

Customer address:

IBM address: 71 S. Wacker Drive
Chicago, IL 60606

Date: August 22, 2023 XV
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:

September 13, 2023

Title of Board Item:

DAI Source for IBM Cognos
Renewal quote: 125337194-1

Background:

This renewal agreement with DAI Source provides required licensing for IBM Cognos, a data reporting system used by multiple departments on campus. This IBM software subscription and support includes both product upgrades and technical support.

Terms (if applicable):

Subscription and Support Renewal - November 1, 2023 – October 31, 2024.

Expense (if applicable):

The total cost of this license is \$11,893.59

Fiscal Impact Including Source of Funds (if applicable):

This expense will be split 50/50 between the Instruction and Information Technology Departments.

Approved:



Brock McMurray, Interim Superintendent/President

Quotation #: 125337194-1
 Quote Date: 8/15/2023
 Expiration Date: 10/25/2023
 Passport Advantage #: 188400 3407311
 Taft College
 29 Emmons Park Drive
 Taft, CA 93268-2317
 United States



Li	Qty	Part	Description	Unit Price	Price (USD)
1	4	E0K2DLL	IBM COGNOS ANALYTICS EXPLORER AUTHORIZED USER ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL 01-NOV-2023 31-OCT-2024	\$221.22	\$884.88
2	200	E0K2HLL	IBM COGNOS ANALYTICS INFORMATION DISTRIBUTION PROCESSOR VALUE UNIT ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL 01-NOV-2023 31-OCT-2024	\$44.17	\$8,834.00
3	1	E0K30LL	IBM COGNOS ANALYTICS ADMINISTRATOR PER AUTHORIZED USER ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL 01-NOV-2023 31-OCT-2024	\$1,560.00	\$1,560.00
4	1	E0L0GLL	IBM SPSS MODELER PERSONAL AUTHORIZED USER ANNUAL SW SUBSCRIPTION & SUPPORT RENEWAL 12 MONTHS 01-NOV-2023 31-OCT-2024	\$857.44	\$857.44

Total	<u>\$12,136.32</u>
Discount	<u>-\$242.73</u>
Grand Total	<u>\$11,893.59</u>

Accepted By:

Date:

DAI Source is a reseller of IBM SW Subscription & Support. Purchasing IBM SW Subscription & Support through DAI Source does not change how Taft College is supported on the associated software - Taft College will continue to work directly with IBM for the delivery of SW Subscription & Support.

Invoice will be generated upon entitlement. Payment Terms are net 30 days. Please sign and return with a PO made out to:
DAI Source
5605 North MacArthur Boulevard 10th Floor
Irving, Texas 75038

XV

Date: August 23, 2023

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:

September 13, 2023

Title of Board Item:

IssueTrak Software Maintenance Renewal 2023-24

Background:

IssueTrak is the ITS, Facilities, and Distance Education department work order software and provides for asset control. This software provides the ITS, Facilities, and Distance Education structure for completing work assignments. Upon completion, the software also notifies the staff or faculty members who requested assistance with the solution. In addition, the ITS department uses IssueTrak to record and maintain asset information for the College.

Terms (if applicable):


October 2023 - October 2024

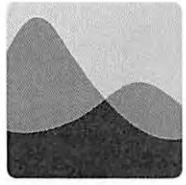
Expense (if applicable):

Total cost of the annual renewal is \$3,465.00

Fiscal Impact Including Source of Funds (if applicable):

The cost of this contract will be shared by Facilities, Information Technology Services, and Distance Education.

Approved:
Brock McMurray, Interim Superintendent/President



issuetrak

Taft College 2023 - Renewal

Quote created: July 12, 2023 Reference: 20230712-141614664

Taft College

29 Emmons Park Drive
Taft, CA 93268
United States

Gus Gonzalez

gusgonzalez@taftcollege.edu
661-763-7924

Comments

When you're ready, you can use our **Check Out** feature to pay your quote directly online!

Tony Lovelace - Business Development Representative Issuetrak, Inc.



Products & Services

Item & Description	Quantity	Unit Price	Total
MAINTREN:MAINTREN - LIC-ADV One Year of Issuetrak Maintenance Plus from October 2023 to October 2024. Your Issuetrak Maintenance Plus includes: All new releases and upgrades of your licensed Issuetrak software; ability to expand your user licenses and modules; dedicated Quick Response Team to resolve complex code-related issues; advice from our product specialists on current or future usage of Issuetrak; unlimited access to Issuetrak's Technical Support Team and online Knowledge Base; and emergency after-hours support. Module(s) Included: Identity Management, Asset Management, Web Surveys and Incoming Email.	9	\$385.00 /year	\$3,465.00 /year

Annual subtotal \$3,465.00
Total **\$3,465.00**

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Gus Gonzalez
 gusgonzalez@taftcollege.edu

This quote expires on October 18, 2023

Purchase terms

BY SIGNING ISSUETRAK'S QUOTE, OR INDICATING YOUR ACCEPTANCE OF THE QUOTE BY EMAIL, OR DOWNLOADING, INSTALLING, ACCESSING OR USING THE ISSUETRAK SOFTWARE AFTER RECEIVING THE QUOTE, ISSUETRAK AND YOU AGREE TO THE TERMS OF SERVICE LOCATED HERE: [Issuetrak Terms of Service](#)

Date: August 22, 2023
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Ratification

Board Meeting Date: September 13, 2023

Title of Board Item:

Consultant Agreement – Barber & Gonzeles, LLC – Interest Based Bargaining Training

Background:

Steve Barber, of Barber & Gonzeles, LLC., has trained our bargaining teams in the strategies and purpose of Interest Based Bargaining (IBB). Our District implements IBB with our two represented units and utilizes a refresher training to help maintain our process in our on-going negotiations.

Terms (if applicable):

1 Day Refresher Training


Expense (if applicable):

\$3,300.00 plus Travel Expenses

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____



Brock McMurray, Interim Superintendent/President

CONTRACT FOR CONSULTANT SERVICES (West Kern CCD)

This agreement, made and entered into on this 14th day of August 2023, by and between the West Kern Community College District, hereinafter referred to as the "DISTRICT", and Steve Barber (BARBER & GONZALES LLC), hereinafter referred to as the "CONSULTANT":

1. The CONSULTANT agrees to render the following services on the dates and times stated in accordance with the arrangement agreed to by the CONSULTANT and the DISTRICT Superintendent or a person delegated to do so by the Superintendent. To Wit: Negotiations preparation not to exceed a total of 1 day unless agreed to by the parties.
2. The DISTRICT agrees to compensate the CONSULTANT for services rendered pursuant to the details outlined herein:

Daily fees for negotiation preparation: \$3300

Travel, lodging, and materials expenses to be reimbursed by the DISTRICT at reasonable costs billed via invoice and receipts provided by the CONSULTANT.

3. It is agreed that the CONSULTANT is an independent contractor and not an agent or employee of the DISTRICT.
4. It is agreed that the CONSULTANT may subcontract with suitable and appropriate subcontractors of the CONSULTANT's choosing in order to fulfill the terms of this agreement. Note: Subcontractor(s) are utilized for support with negotiations preparation days.
5. The DISTRICT acknowledges and recognizes that a commitment by the CONSULTANT to specific dates for the rendering of services constitutes a "lost opportunity" cost to the CONSULTANT in the event that the DISTRICT cancels said dates within 30 days prior to the dates thereupon agreed. Accordingly, in the event that the DISTRICT cancels such committed to dates within 14 days of the commitment, unless otherwise arranged with the CONSULTANT, the DISTRICT agrees to pay the CONSULTANT the ordinary daily rate for those cancelled dates.

6. The CONSULTANT is responsible for Worker's Compensation Insurance.
7. The DISTRICT will pay the CONSULTANT within a reasonable time after receipt of request for payment in the form of an invoice from the CONSULTANT.
8. It is agreed that the DISTRICT will not withhold any Federal or State income taxes from payment made pursuant to this agreement. The CONSULTANT will furnish the DISTRICT with a signed W-9 form.
9. It is agreed that the CONSULTANT will carry general commercial liability insurance in the amount of \$1,000,000, and at the request of the DISTRICT the CONSULTANT will furnish the DISTRICT with an appropriate "certificate of insurance" showing the DISTRICT as an "also insured".
10. It is agreed that this agreement may be amended only by the mutual written consent of the parties hereto.

IN WITNESS THEREOF, the parties hereto have executed this agreement on the day and year first above written.

Signed:

For the DISTRICT

For the CONSULTANT

CONSULTANT's Address:

BARBER & GONZALES LLC

614 16th St.

Sacramento, CA 95814

Date: September 5, 2023
Submitted by: Meghan Hall-Silveira- Program Director
Area Administrator: Dr. Leslie Minor, VP of Instruction
Subject: Request for Ratification

Board Meeting Date: September 13, 2023

Title of Board Item:
Rubber Safety Surface Repair

Background:
The Children's Center was the recipient of two donated ADA compliant playground pieces. The rubber surface surrounding the structures was cut and replaced but needed permanent adhesion to repair. Newly installed rubber surface will meet or exceed Head Impact Criteria and ASTM Standard 1292.

Terms (if applicable):
N/A

Expense (if applicable):
\$2962.76

Fiscal Impact Including Source of Funds (if applicable):
Children's Center MAA general funding source.

Approved: 
Brock McMurray, Interim Superintendent/President



Estimate Code: 46253

Taft College- Additional Repairs (PW) SC23-EFX

Taft College- Additional Repairs - 715 Ash St., Taft, CA 93268

FlexGround

Contact Name: Sandi Walsh
Address: 2017 Opportunity Drive #10
City/State/Zip: Roseville, CA 95678
Phone: 916-474-5431
Fax: 916-472-6904
Email Address: swalsh@flexground.com

Client:
Address:
City/State/Zip:
Phone:
Mobile:
Email Address:

Sub Total and Line Items Totals

Description	Quantity	Unit	Total
EnduraFlex- Additional Repairs	16.0	SF	\$2,962.76
Total Estimate			\$2,962.76

Inclusions

Quote is valid for 30 days.
Quote includes all applicable taxes, licenses, and processing fees.
Quote includes Prevailing Wages.

- Quote does not include:
- Bonds (Rate 2.5%)
 - Security fencing
 - Dumpster
 - Site prep
 - Subbase prep

ADDITIONAL REPAIRS FOUND ON WORK SITE- 16 SF

ENDURAFLEX- PATCHBACK

Quote includes 16 sf of EnduraFlex with a color mix of 50% Black and 50% Red with AROMATIC urethane binder.
Quote includes a 4.0" system comprised of a 3.5" cushion layer and a 0.5" wear layer accounting for up to a 9' fall height

Standard Exclusions: Unless otherwise stipulated in this Proposal, the following items are excluded:
* Weekend (Saturday and Sunday) or Holiday work. If, by client request or delay in scheduling, weekend or Holiday work is required, labor surcharges will apply.
* Security guards and/or temporary fencing to prevent injuries, vandalism and/or accidental damage to the rubberized surface while it sets is NOT included. The installers will put up caution tape, but temporary fencing is recommended. Although the fencing is intended to provide this security, the overall security of property is



ultimately the responsibility of customer. Please take any additional precautions as deemed necessary. We are not responsible for any vandalism or injuries even with the provision of the fencing.

- * Pushing back sand, woodchips or other loose-fill material (if present around pad) after repairs or installation is complete. FlexGround often must move loose-fill material present around a pad in order to access what is commonly known as the pad's "turndown". Turndown is the rubber surfacing that sits below the pad's top-of-surface, often adjacent to and covered by the loose-fill. It is necessary that the loose-fill be kept back from the pad's turndown while the pad is curing.
- * Removal of debris, rocks, trash or any other items that may rise to the loose-fill's surface by virtue of us moving the loose-fill in order to access the turndown as noted above.

Please Note:

- * Our performance and payment bonds rate is 3.5%.
- * Rubber Surfacing cure time is normally 48-72 hours and can vary depending on weather conditions.
- * FlexGround's poured-in-place products are hand-mixed on site in order to ensure absolute durability standards and in order to meet the varying specifications of each project. Varying climate and project parameters may affect consistency in design, including: color variation(s), trowel marks and other minor visible flaws.
- * Orders for premium color requires a 8-10 week lead time.

Quantities as noted on proposal. If project requires additional quantities, a change order at the per square foot rate must be received prior to installation.

Terms and Conditions

FlexGround warrants that newly installed surfacing will meet or exceed HIC (Head Impact Criteria), as set out in ASTM Standard 1292, corresponding only to the depth of new system installed per FlexGround's official Fall-Height chart. By signing below, client acknowledges that HIC and ASTM guarantees apply only to newly installed surfaces and that the guarantee can only extend to the immediate time of install. After installation, a pad will be subject to varying factors, out of FlexGround's control, that may negate its compliance with any of the above mentioned standards (i.e. sand present around the pad migrating into the pad and rendering it non-compliant with HIC standards). For details on how best to extend the compliant life of a pad, please see our Warranty Standards and Maintenance Procedures. From time to time, FlexGround performs "job walks" on behalf of its clients and dealers in order to receive recommendations for various repairs. Unless otherwise stipulated in writing, FlexGround does not guarantee that its recommendations will bring a pad into compliance with the above mentioned HIC, ASTM or ADA standards.

This proposal becomes a binding contract upon signature and delivery by Responsible Party. By signing below, the Responsible Party is accepting the terms, conditions and pricing set-forth in this proposal, and does agree to remit payment to FlexGround in accordance with the terms below. In the event that a change in color, design, sub base or square footage is required, a revised proposal will be required before installation can begin. Proposal is subject to the terms specified and is based on information provided. Purchases must be secured with a 50% deposit and accompanied by signed acceptance of this proposal before installation begins. Final payment is due within 10 days of installation. FlexGround, LLC often enters into marketing and/or referral fee arrangements with various entities that may or may not have a business relationship with customer. FlexGround, LLC reserves the right, at its sole discretion and without further disclosure, to pay up to 10% of the gross revenue received, in accordance with this agreement, to any such entity. Please contact your Account Manager regarding any questions or information needed to assist you with your order.

This contract is not cancelable by Client. FlexGround incurs significant costs in advance of projects. In the event that FlexGround allows for the cancellation of this contract, client will be charged, at minimum, for all material, inventory, labor, mobilization and miscellaneous costs which may have been incurred. Proposals generated from site visits are based on visible factors and may not include remedies for sub-surface and/or non-visible conditions. FlexGround reserves the right to cancel this contract in the event that such factors effect the final scope of work as proposed herein. Installations may be performed by any one of FlexGround's sister companies including FlexGround LLC, FlexGround Nevada LLC, FlexGround Surfaces, Inc and/or Stafford Industries

[Handwritten Signature]

8/1/23

Client Responsible Party

Date


Sandi Walsh

8/28/23

FlexGround

Date

Date: August 22, 2023

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:

September 13, 2023

Title of Board Item:

TeamViewer annual subscription renewal 2023-24

Background:

TeamViewer allows IT staff to provide remote support to the college staff.

Terms (if applicable):

October 14, 2023 - October 13, 2024

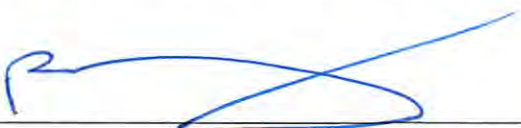
Expense (if applicable):

Total cost of the annual renewal is \$2,482.80.

Fiscal Impact Including Source of Funds (if applicable):

The cost of the renewal will be paid by the ITS budget.

Approved: _____


Brock McMurray, Interim Superintendent/President

**Ship to**

Taft College
29 Cougar Ct
Taft
California
93268
United States

TeamViewer Germany GmbH
Bahnhofplatz 2
73033 Göppingen
Germany

Telephone: 1 800 638 0253
Customer account: 22027797
Sales order: 003945697
Page: 1 / 2

Bill to

Taft College
29 Cougar Ct
Taft
California
93268
United States

Renewal Quotation - Sales order 003945697**INVOICE • DATE**

23 August, 2023

INVOICE • TOTAL

2,482.80

SUBSCRIPTION • BILLING PERIOD

14 October, 2023 to 13 October, 2024

PAYMENT • STATUS**SUBSCRIPTION • NEXT BILLING DATE**

14 October, 2023

Description	QTY	Unit Price	Amount
TeamViewer Corporate PAC License: ED639488-327F-4E4D-B5C4- DC6AAB9DECB2	1	2,482.80	2,482.80

- 30 licensed users that can start connections from an unlimited number of devices
- Access to unlimited devices
- 3 concurrent connections (channels)
- Up to 15 concurrent sessions per channel in separate tabs
- 500 managed devices
- Each licensed user can host a meeting with 25 participants

Subtotal (USD) 2,482.80

Sales Tax

TOTAL (USD) 2,482.80

Payment

This quotation is only for informational purposes and does not have any impact on your TeamViewer Subscription license contract which has already been concluded between you and TeamViewer.

Information

Your subscription will automatically renew every 12 months unless you terminate your contract by submitting a Support ticket or notifying us in text form, at least 28 day(s) before the end of the initial term or any renewal term.

The terms of our End User License Agreement (EULA) and Data Processing Agreement (DPA) are applicable.

Questions?

Get in touch with our Support Team:

[Submit a ticket](#) or [call us](#)

Date: August 21, 2023
Submitted by: Dr. Vickie Kimbrough, Director of Dental Hygiene
Area Administrator: Dr. Leslie Minor, Vice President of Instruction
Subject: Request for Approval



Board Meeting Date: September 13, 2023

Title of Board Item:

Agreement - Dr. Charles Walker as a Supervisory Dentist for the Dental Hygiene Program

Background:

The Denal Hygiene program requires a supervisory dentist to be on duty while students perform clinical procedures. Dr. Charles Walker, DDS, has agreed to assist supervising students during the fall semester.

Terms (if applicable):

September 14, 2023 - December 15, 2023

Expense (if applicable):

\$350.00 per session for up to 10 days.

Fiscal Impact Including Source of Funds (if applicable):

The expense will be included in the District's budget.

Approved: _____


Brock McMurray, Interim Superintendent/President

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

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Dr. Charles Walker ("Independent Contractor"). The agreement is effective September 15, 2023

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:

Dental Hygiene Program- Supervisory Dentist

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of Dr. Charles Walker (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

September 14, 2023 through December 15, 2023 All work shall be

performed at the following location:

Dental Hygiene Clinic - Taft College

3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:

Supervisory Dentist for clinical sessions

4. **Service Days.** Independent Contractor shall render services on days which the District's Offices are open for business. Services shall be rendered for up to 20 days.

5. **Compensation.** Independent Contractor shall be paid the sum of \$ 350.00 per session.

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor.

The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

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

8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of n/a for the entire term at the established rate paid to District employees.

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

10. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 30 days' prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By:

(Signature)

Brock McMurray

(Printed Name)

Interim Superintendent/President

(Title)

(Signature)

(Address)

(Social Security # or TIN #)

BOARD AGENDA ITEM

Date: August 23, 2023
Submitted by: Janis Mendenhall, DSPS Coordinator/Counselor
Area Administrator: Damon Bell, VP Student Services *DAB*
Subject: Request for Ratification

Board Meeting Date: September 13, 2023

Title of Board Item:

Sorenson Communications, LLC, Service Agreement for American Sign Language (ASL) Provider Services

Background:

Sorenson Communications will provide services to accommodate students needing a sign language interpreter. Taft College contracts with Sorenson Communications for an hourly rate.

Terms (if applicable):

August 16, 2023- August 31, 2024.

Expense (if applicable):

The hourly rate could range from \$110 to above depending on the format of service (virtual, in person, events etc.) and depending on the circumstance. Annual expense varies depending on the need and number of students or public requesting ASL accommodations.

Fiscal Impact Including Source of Funds (if applicable):

2023-2024 DSPS or District funds dependent on event and function.

Approved: 
Brock McMurray, Interim Superintendent/President

SERVICES AGREEMENT

This Services Agreement (the “Agreement”) is effective as of the date of last signature below (the “Effective Date”) and is entered into by and between Sorenson Communications, LLC, a Utah limited liability company with offices at 4192 S. Riverboat Road, Salt Lake City, UT 84123 (“Sorenson”) to the entity identified on the signature page below (“Customer”). Sorenson and Customer are each referred to in this Agreement as a “Party” and collectively as the “Parties.” This Agreement, together with all attachments and exhibits (the terms of which are hereby incorporated herein by reference), governs the provision of Services (defined below) by Sorenson to Customer.

1. Sorenson’s Services.

Sorenson offers a variety of communication-enabling services as described in one or more [Service Descriptions](#), which include its documentation, support, and the features and functionality provided through Sorenson’s software and applications (collectively, the “Services”).

This Agreement incorporates the following additional policies, which are subject to change from time to time:

- a. Privacy Policy (“Privacy Policy”); and
- b. Data Processing Addendum (“DPA”).

2. Customer Access.

Each Service Description describes how Customer can access the Services, which may include Customer setting up a dedicated account (“Customer Account”). Sorenson will not be liable for losses caused by any unauthorized use of the Customer Account. Customer must notify Sorenson promptly of any breach of security or any known unauthorized use of the Customer Account. Upon termination of this Agreement, Customer may delete its Customer Account by emailing its Sorenson account manager. Notwithstanding deletion of the Customer Account, Sorenson may retain Customer Content (as defined below) as reasonably necessary for compliance with applicable law.

3. Fees and Payment.

Customer agrees to pay the Fees for Services set forth in the applicable Service Order provided by Customer’s account manager and executed by Customer (collectively, the “Fees”). Customer’s obligation to pay the Fees is without the right of set-off, deductions, or counterclaim. Some Services accept recurring period charges. By choosing Services with a recurring payment feature, Customer accepts responsibility for all recurring charges owed for the Services. Sorenson will invoice Customer for the Services monthly, and payment will be due thirty (30) days following the date of invoice, without deduction. Invoices will be sent to the e-mail address specified in the Service Order and will be deemed received on the date sent. Customer will pay interest on past due amounts at a rate of 1.5% per month or the maximum rate permitted by law, whichever is less, and will be responsible for all costs of collection.

All Fees are exclusive of any country, province, federal, state or local taxes, including without limitation, use, sales, value-added, privilege, or other taxes, levies, imports, duties, fees, surcharges, governmental assessments and withholdings (“Taxes”). Customer will be solely liable for and will pay upon demand all Taxes associated with Customer’s access to and use of the Services and will not deduct any Taxes or any other withholdings from the Fees, but will not be responsible for taxes based on Sorenson’s net income.

4. License.

Subject to Customer’s compliance with this Agreement, Sorenson hereby grants Customer a limited, revocable, non-exclusive, non-transferable, non-sublicenseable license until this Agreement or the Services are terminated (the “Term”) to (i) access and use the Services and any user manuals, handbooks,

and guides relating to the Services provided by Sorenson (“Documentation”), and/or (ii) make the Services available to Customer’s employees or customers, as applicable (“End Users”). This license extends to Customer’s Affiliates (defined below), provided that they access Services via the Customer Account and provided further that Customer remains fully liable for all acts and omissions of its Affiliates. Any access to Services by any Customer Affiliate will be deemed access by Customer for the purposes of its obligations under this Agreement. An “Affiliate,” with respect to a Party, means any entity that controls, is controlled by, or is under common control with that Party.

5. Use Restrictions.

Customer will not use the Services for any purposes beyond the scope of the access granted in this Agreement. Customer will not, and will not permit any End Users to: (i) engage or participate in communications or conduct of an abusive, pornographic, lewd, obscene, harassing, fraudulent, or unlawful nature while using the Services; (ii) post on the Internet, or transmit the voice, image, and/or likeness of any Sorenson employee in any way for any purpose, or to store, retrieve, use, or facilitate the use of, the voice, image, and/or likeness of the Sorenson employee in any way other than as necessary to permit the provision of Services; (iii) alter, copy, modify, translate or create derivative works of the Services or Documentation, in whole or in part; (iv) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Services or Documentation to third parties; (v) remove any proprietary notices from the Services or Documentation; or (vi) use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law.

6. Intellectual Property.

a. Sorenson Content. Sorenson owns and reserves all right, title and interest in and to the Services and Documentation and all improvements, modifications and derivative works thereof. Other than the Customer Content (as defined below), all content made available through the Services or Documentation (collectively, “Sorenson Content”) is, as between Customer and Sorenson, owned by Sorenson. Customer will abide by and maintain all copyright notices, information, and restrictions contained in any Sorenson Content accessed through the Services.

b. Customer Content. As between Customer and Sorenson, Customer owns and reserves all right, title and interest in any content originally transmitted by Customer or its End Users while using the Services (collectively, “Customer Content”). Customer authorizes Sorenson to access and use the Customer Content to provide the Services.

c. Suggestions and Feedback. Customer’s suggested improvements to and feedback regarding the Services are not Confidential Information (as defined below), and Customer grants to Sorenson an unrestricted, irrevocable, fully paid-up, and non-exclusive right to use such suggestions and feedback for any purpose.

d. Publicity. Except as explicitly granted herein, neither Party is granted a license or other right to use any trademarks, copyrights, service marks, logos or trade names, of the other Party without the prior written consent of the other Party. Sorenson may identify Customer using its name, trademarks and/or logos in its marketing collateral, presentations and websites.

will

7. Confidentiality.

a. Confidential Information. “Confidential Information” means any non-public information or data, regardless of whether it is in tangible form, disclosed by either Party that is marked or designated as confidential or proprietary or that should otherwise be reasonably understood to be confidential given

the nature of the information and the circumstances surrounding disclosure. "Confidential Information" does not include any information which: (i) is publicly available through no fault of receiving Party, (ii) was properly known to receiving Party, without restriction, prior to disclosure by the disclosing Party, (iii) was properly disclosed to receiving Party, without restriction, by another person without violation of disclosing Party's rights, or (iv) is independently developed by the receiving Party without use of or reference to the disclosing Party's Confidential Information. Each Party agrees that it will use the Confidential Information of the other Party solely in accordance with the provisions of this Agreement (and for Sorenson to provide the Services) and it will not disclose such information to any third party without the other Party's prior written consent, except as otherwise permitted hereunder or for Sorenson to provide the Services or make other disclosures identified in the Privacy Policy. Each Party agrees to exercise due care in protecting the other Party's Confidential Information from unauthorized use and disclosure. Each Party may also disclose the Confidential Information of the other Party, in whole or in part to its employees, representatives, actual or potential investors and subcontractors who have a need to know and are bound to keep such information confidential consistent with the terms of this Section 7. In addition, Sorenson may disclose this Agreement under a comparable non-disclosure agreement in response to a third-party due diligence request supporting a financing or non-ordinary course of business corporate transaction. Either Party may disclose the Confidential Information of the other as required by law, legal process or court order; provided that, subject to applicable law, it promptly notifies the other Party of such required disclosure in order to allow the other Party to seek a protective order or other appropriate remedy.

b. Data Security. The receiving Party will use the Confidential Information of the disclosing Party solely in connection with the performance of this Agreement and provision of Services, and for no other reason. Each Party agrees to take the necessary precautions to protect Confidential Information by using at least commercially reasonable standards of care. During the Term of this Agreement and corresponding Services, Sorenson will employ and maintain reasonable and appropriate safeguards designed to: (a) reasonably protect all Customer Content in Sorenson's possession from unauthorized use, alteration, access, or disclosure; (b) detect and prevent against a material security breach; and (c) ensure Sorenson meets and is compliant with applicable privacy laws governing privacy data. Sorenson and Customer mutually acknowledge that during the Term of this Agreement, neither Party will have access to the other Party's information technology (IT) systems through access or system integration.

8. Warranty Disclaimer.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE SERVICES ARE PROVIDED "AS IS" AND SORENSON HEREBY DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. SORENSON SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. SORENSON MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES WILL MEET CUSTOMER'S, END USERS' OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SYSTEM OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

9. Indemnification.

a. Customer Indemnification. Customer agrees to defend, indemnify and hold harmless Sorenson, its Affiliates, and partners, and each of their respective employees, contractors, directors, officers and representatives, from and against any damages, liabilities, claims, demands, obligations, losses, fines, penalties, and expenses (including reasonable attorney's fees) (collectively, "Losses") incurred in connection with claims made or brought by a third party arising from or relating to: (i) unauthorized or prohibited use of the Services, including violations of Section 5 or applicable law, by Customer, its Affiliates or its or their End Users, employees, agents or subcontractors, (ii) Customer Content, (iii) claims by End Users to the extent they purport to extend Sorenson's liability or obligations beyond the limitations

and disclaimers set forth in this Agreement, or (iv) gross negligence or willful misconduct of Customer, its Affiliates or its or their employees, agents or subcontractors.

b. **Procedure.** Sorenson will notify Customer promptly after Sorenson learns of the existence of an indemnifiable claim hereunder; provided, however, that failure to give such notice will only affect the rights of Sorenson to the extent that Customer is prejudiced. Customer will be entitled to take sole control of the defense and investigation of the indemnifiable claim at its own expense, by providing prompt written notice to Sorenson, subject to Sorenson's approval of Customer's counsel, such approval not to be unreasonably withheld or delayed. Sorenson will cooperate in all reasonable respects with Customer and its attorneys in the defense of the claim (including by making available books, records, and personnel), and may reasonably participate at its own expense, through its attorneys or otherwise, provided that such participation does not interfere with Customer's defense. All settlements of indemnifiable claims under this Section will: (i) be entered into only with Sorenson's consent if such settlement requires any admission of guilt or imposes any restriction on Sorenson; and (ii) include an appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement.

10. Representations and Warranties.

a. **Mutual Representations.** Each Party represents and warrants to the other Party that: (i) it has the full right, power and authority to enter into and perform its obligations and grant the rights, licenses, consents and authorizations it grants or is required to grant under this Agreement; and (ii) when executed and delivered by both parties, this Agreement will constitute the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms.

b. **Sorenson Representations.** Sorenson represents and warrants to Customer that it will perform the Services using personnel of required skill, experience and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and will devote adequate resources to meet its obligations under this Agreement.

11. Limitation of Liability.

NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL SORENSON OR ITS AFFILIATES OR ANY OF ITS OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES, OR AGENTS, BE LIABLE UNDER ANY CONTRACT, TORT, WARRANTY, STRICT LIABILITY, NEGLIGENCE OR ANY OTHER LEGAL OR EQUITABLE THEORY WITH RESPECT TO THE SERVICES OR OTHER SUBJECT MATTER OF THIS AGREEMENT FOR: (I) ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, COMPENSATORY OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER, LOST PROFITS, GOODWILL, REVENUE, INCOME OR BUSINESS, DATA LOSS, INTERRUPTION OF BUSINESS, COST OF PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY, RIGHTS OR SERVICES (HOWEVER ARISING AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES); OR (II) ANY LIABILITY THAT EXCEEDS THE AMOUNT OF FEES PAID OR PAYABLE TO SORENSON IN THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

12. Beta Services.

Certain Services may be offered as a beta version ("Beta Version") of a Service. The fact and existence of any Beta Version will be deemed to be Sorenson Confidential Information under this Agreement. Customer is not required to use any Beta Version and does so at its sole risk. Sorenson may not charge for the Beta Version but reserves the right to charge for subsequent versions, including any potential commercial releases. Customer acknowledges and agrees that the Beta Version may contain, in Sorenson's sole discretion, more or fewer features or different licensing terms than a subsequent commercial release version of the Beta Version. Sorenson reserves the right not to release commercial

release versions of the Beta Version. Without limiting any disclaimer of warranty or other limitation stated in this Agreement (or any separate terms and conditions that would otherwise be applicable to such Beta Versions), Customer agrees that Beta Versions are not considered by Sorenson to be suitable for commercial use, and that may contain errors affecting their proper operation. CUSTOMER ACKNOWLEDGES AND AGREES THAT USE OF ANY BETA VERSION MAY EXHIBIT SPORADIC DISRUPTIONS THAT HAVE THE POTENTIAL TO DISRUPT CUSTOMER'S USE OF ANY SERVICES. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, SORENSON SPECIFICALLY DISCLAIMS ALL DAMAGES RESULTING FROM CUSTOMER'S USE OF ANY BETA VERSION.

13. Suspensions and Termination.

a. Suspension of Services; Termination for Cause. Sorenson may suspend Customer's right to use any Services or terminate this Agreement in its entirety, for cause: (A) if Customer is in breach of its payment obligations or any other provision (excluding Section 5) of this Agreement and has failed to cure such breach within thirty (30) days after written notice thereof, or (B) immediately (i) if Customer has violated or Sorenson has reason to believe Customer has violated or has encouraged others to violate any provision of Section 5, or (ii) upon Customer's liquidation, commencement of dissolution proceedings, disposal of Customer's assets, failure to continue Customer's business in the ordinary course, assignment for the benefit of creditors, or if Customer becomes the subject of a voluntary or involuntary bankruptcy or similar proceeding.

b. Effect of Suspension. Upon Sorenson's suspension of Customer's use of or access to any Services: (i) Fees will continue to accrue for any Services that are still in use by Customer, notwithstanding the suspension, (ii) Customer remains liable for all Fees incurred through the date of suspension with respect to the Services, and (iii) all of Customer's rights with respect to the Services will be terminated during the period of the suspension.

c. Effect of Termination and Survival. Upon termination of this Agreement, for any reason: (i) Customer remains liable for all Fees accrued and owed by Customer through the effective date of such termination, and (ii) except as expressly set forth herein, all of Customer's rights and licenses under this Agreement will immediately terminate and Customer will cease using the Services. All amounts accrued or owed to Sorenson in connection with this Agreement and Sections 3, 5, 6, 7, 8, 9, 11, 13, 14 and 15 will survive any termination of this Agreement.

14. Governing Law and Venue.

This Agreement will be governed by and construed in accordance with the laws of the jurisdiction of the contracting entity identified below, without reference to its principles of conflicts of law rules. The United Nations Convention on Contracts for the International Sale of Goods will not be applicable hereto. Without limiting the preceding language, Customer agrees to submit, for purposes of this Agreement, to the jurisdiction and venue of the of the contracting entity identified below:

Services Territory	Contracting Entity	Governing Law	Venue
US and Americas	Sorenson Communications LLC	Delaware	State and federal courts of Delaware
United Kingdom & EMEA	Significan't (UK) Ltd.,	London and Wales	Courts of London, England

15. Miscellaneous.

a. Entire Agreement; Headings. This Agreement constitutes the entire agreement between Customer and Sorenson with respect to the Services and supersedes all prior or contemporaneous

communications and proposals (whether oral, written or electronic) between Customer and Sorenson with respect thereto. The section and paragraph headings in this Agreement are for convenience of reference only and will not affect their interpretation. No oral or written information or advice given by Sorenson or its employees and other representatives will create any obligations or warranty on behalf of Sorenson unless otherwise agreed in a writing signed by an authorized Sorenson representative. Any purchase orders, confirmations, payment documentation, or other terms provided by Customer, even after the date hereof, will have no force or effect. In the event that the Parties have executed versions of this Agreement drafted in more than one language, the English language version will govern and prevail.

b. Modifications/Waivers. Except as expressly provided elsewhere in this Agreement, this Agreement may not be changed or modified, nor may any provisions hereof be waived, nor may any consent or confirmation be considered to have been given, except by an agreement in writing signed by the Party against whom enforcement of the change or modification is asserted, and any such modification, change, waiver, consent or confirmation on Sorenson's behalf may only be given by an authorized signatory of Sorenson. The failure of either Party to exercise in any respect any right provided for herein will not be deemed a waiver of any further rights hereunder.

c. Severability. If any provision of this Agreement, or any part of such provision, is found to be unenforceable or invalid, that provision will be (to the minimum extent necessary) replaced by a valid and enforceable provision the effect of which comes as close as possible to the intended economic effect of the unenforceable or invalid provision, so that this Agreement will otherwise remain in full force and effect and enforceable.

d. Compliance with Laws. Sorenson will, at its own expense, comply with all applicable laws, rules and regulations applicable to it in connection with its performance of the Services.

e. Force Majeure. Neither Party is liable for any failure of performance (other than for delay or performance in the payment of money due and payable hereunder) to the extent such failure is due to any cause or causes beyond such Party's reasonable control, including acts of God, fire, explosion, vandalism, cable cut, adverse weather conditions, governmental action, acts of terrorism, strikes and similar labor difficulties, war, sabotage, outages of third party connections, utilities, or telecommunications networks, including, without limitation, carrier-related problems or issues, internet-access issues, denial of service attacks, shortage or unavailability of supplies, and other mechanical, electronic or communications failures or degradation. Either Party's invocation of this clause will not relieve Customer of its obligation to pay for any Services actually provided or permit Customer to terminate any Services except as expressly provided herein.

f. Notices. Customer hereby authorizes Sorenson to send notices to Customer relating to this Agreement via email to the email address Customer provides to Sorenson in the Service Order, in addition to the other means and methods set forth in this Agreement. It is Customer's responsibility to keep Customer's email address current, and Customer will be deemed to have received any email sent to the last known email address Sorenson has on record for Customer. Notices that Sorenson sends to Customer via email will be deemed effective upon Sorenson's sending of the email. Notices provided to Sorenson under this Agreement will be sent to the attention of Customer's account manager, with a copy sent to the following address with respect to any legal matters, at:

Sorenson Communications, LLC
4192 S. Riverboat Road, Salt Lake City, UT 84123
Attn: Legal Department

Unless otherwise specified in this Agreement, all notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered or sent by certified or registered mail, return receipt requested; when receipt is electronically confirmed, if transmitted by facsimile or email; or the day after it is sent, if sent via next day delivery by recognized overnight delivery service.

g. Relationship of the Parties. The relationship of the Parties will not be that of partners, agents or joint venturers for one another, and nothing contained in the Agreement will be deemed to constitute a partnership or agency agreement between the Parties for any purpose. Sorenson and Customer are independent Parties and will discharge their contractual obligations at their own risk subject to the terms of this Agreement.

h. Assignment. This Agreement inures to and is binding upon the Parties' successors and permitted assignees. Customer will not assign this Agreement without Sorenson's prior written consent.

i. Export Controls. By using the Services, Customer represents and warrants that (i) its use of the Services will not violate any embargoes, sanctions, trade restrictions or similar restrictions issued by any applicable governmental entity, and (ii) Customer, its Affiliates, and its End Users have not been designated by any applicable government or any government agency as a prohibited or restricted party under any trade restrictions, export laws or the like. Customer may not use, export, re-export, import, or transfer any technology or data related to the Services except as authorized by both this Agreement and all applicable laws, rules and regulations.

IN WITNESS WHEREOF, the Parties have entered into this Services Agreement as of the date of the last signature affixed below ("Effective Date").

"Sorenson":

"Customer":

By: _____
Name: Victor Vega
Title: Chief Financial Officer
Address: 4192 S. Riverboat Rd.
Salt Lake City, UT 84123
Date: _____

By: _____
Name: _____
Title: _____
Address: _____

Date: _____

Exhibit A

**Service Order
[TO BE ATTACHED]**

Customer Name Taft College
 Service Order Date 08/16/2023
 Service Order Number OPP-10000517
 Service Agreement ID # OPP-10000517

All terms and conditions set forth in your Services Agreement govern and apply to the Services delivered under this Service Order, unless you do not have a current, valid Services Agreement, in which case the terms set for in Sorenson's [Service Agreement](#) apply to this Service Order and all Services delivered by Sorenson.

The rates below are stated in USD.

Service Order Summary	
Annual Services Total	Based on actual usage
• Annual Subscription Services Total	Based on actual usage
• Annual Specialty Services Total	Based on actual usage
Monthly Invoice*	Based on actual usage
One Time Account Set Up Fee (due at signature)	\$ 150.00
Service Order Term (months)	12
Effective Date	

Service Order Details	
Available Services	Rate
Scheduled Video Remote Interpreting (VRI)	\$ 150 /hour
Onsite Sign Language Interpreting (Base Rate)	\$ 110 /hour
Events	Quotes provided for each project. See subsequent pages for additional rate details.

* Does not include overages, travel, or additional fees as outlined, see [Additional Service Terms](#) for detailed information.

Customer Primary Contacts	
Customer Account Administrator	Customer Billing Address and Contact
Name (First, Last)	Business Address
Address	Business Email
Email	Business Phone
Phone	Customer Contact Name

By signing this Service Order, Customer is obligated to pay for the Services ordered, in accordance with the terms of this Service Order, [Service Descriptions](#), and the [Service Agreement](#).

Customer	Sorenson
Signature	Signature
Name	Name Victor Vega
Title	Title Chief Financial Officer
Email	Email vvega@sorenson.com
Date	Date

<https://sorenson.com>

Additional Service Terms

Interpreting Services Fee Schedule	
All fees are per interpreter	
Federal Holiday Rate	1.5x total per-hour rate
Specialized*	Additional \$50/hour
Rush Scheduling Fee (within 2 business days)	Additional \$60/hour
Usage/Extended Time	Tracked and billed in 15-minute intervals at the hourly rate per interpreting interaction.
Cancellation (within 2 business days)	Scheduled time invoiced in full
No Show (15 minutes after scheduled start)	Scheduled time invoiced in full
Scheduled VRI Overnight Differential (12:00 a.m. – 7:00 a.m.)	Additional \$60/hour

<p>Onsite Interpreting After-Hours Differential</p>	<p>Monday – Friday 6:00 p.m. – 12:00 a.m.: base rate + \$26/hour</p> <p>Monday – Friday 12:00 a.m. – 7:00 a.m.: base rate + \$35/hour</p> <p>Saturday – Sunday 7:00 a.m. – 12:00 a.m.: base rate + \$20/hour</p> <p>Saturday – Sunday 12:00 a.m. – 7:00 a.m.: base rate + \$35/hour</p>
<p>Onsite Interpreting Minimum</p>	<p>1 hour</p>
<p>Onsite Interpreting Travel**</p>	<p>Invoiced at current federal mileage rate</p>
<p>National Onsite Interpreting Premium Locations</p>	<p>Additional \$10/hour</p> <p>Alaska, California, Connecticut, Delaware, District of Columbia, Hawaii, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, and Washington state</p>

**Specialized interpreting includes, but is not limited to the following topics, settings, interactions, or requirements: Legal, Trilingual, Mental Health, DeafBlind, Deaf Interpreter support, Customer/Consumer demands for unique certifications or qualifications, high visibility service provision (eg: livestreaming to public)*

***Assignments in Maine, Virginia, and Vermont will be charged one (1) hour of travel time at the hourly rate in lieu of mileage. Assignments in Georgia and Texas will be charged at the hourly rate plus mileage. If traveling more than 1 hour one-way or 2 hours round-trip, actual travel time is billed at the respective hourly rate in addition to other applicable reimbursements (mileage, parking, tolls, and public transportation).*

<h2 style="text-align: center;">Events/Conferences</h2>		
<p style="text-align: center;">Fee Schedule</p>		
<p style="text-align: center;">Events are defined as a request with multiple concurrent sessions and/or an audience of 50 or more people.</p>		
Line Items	Price/Unit ***	Staffing Details
Onsite Interpreting	\$250/hour	Per team of 2 interpreters
Scheduled Video Remote Interpreting	\$360/hour	Per team of 2 interpreters

Sorenson Express	\$360/hour	Schedule Services	Per interaction Español
Onsite Coordinator	\$2,000/day	Support	Per coordinator (https://es.sorenson.c)
Onsite AV Technician	\$2,000/day		Per technician
Remote Coordinator	\$1,000/day		Per coordinator
Remote AV Technician			Per technician
Consultation Services	\$500+/session		NA
Event Coordination Fee	10% of total estimate		
Sorenson Accessibility Signage	Included		
Prep Time	Hourly Resource x Rate x Sessions		
Custom Technology Integration:	Quoted upon completion of discovery		
Rush Scheduling Fee (less than 10 business days' notice):	10% of total estimate		
Federal Holiday Rate:	1.5x rates above		
Travel Charges:	Incurred expenses invoiced at actual		
Cancellation (less than 2 weeks):	10% of total estimate. Any incurred non-refundable travel charges will be invoiced upon cancellation.		

***All line items are subject to their respective fee schedules and service terms (<https://sorenson.com/>)

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(<https://www.linkedin.com/company/sorenson-communications/>)



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([https://health1.aetna.com/app/public/#/one/insurerCode=AETNACVS_I&brandCode=ALICSI/readable-transparency-in-coverage?](https://health1.aetna.com/app/public/#/one/insurerCode=AETNACVS_I&brandCode=ALICSI/readable-transparency-in-coverage?reportingEntityType=Third%20Party%20Administrator_94450826&lock=true)

[reportingEntityType=Third%20Party%20Administrator_94450826&lock=true](https://health1.aetna.com/app/public/#/one/insurerCode=AETNACVS_I&brandCode=ALICSI/readable-transparency-in-coverage?reportingEntityType=Third%20Party%20Administrator_94450826&lock=true)) |

[Do Not Sell/Share My Personal Info \(https://sorenson.com/do-not-sell-share-my-personal-information/\)](https://sorenson.com/do-not-sell-share-my-personal-information/)

 [English \(https://sorenson.com/si/sorenson-additional-service-terms/\)](https://sorenson.com/si/sorenson-additional-service-terms/)

Date: August 23, 2023
Submitted by: Vickie Kimbrough, Director Dental Hygiene
Area Administrator: Leslie Minor, VP of Instruction
Subject: Request for Approval



Board Meeting Date:

September 13, 2023

Title of Board Item:

Memorandum of Understanding (MOU) Between West Kern Community College District (WKCCD) and Kern County Superintendent of Schools (KCSOS) Migrant Education Region V Program 2023-2024.

Background:

This is a new MOU between WKCCD and KCSOS. WKCCD and KCSOS have collaborated to create the attached MOU for 2023-2024 in an effort to continue to provide dental hygiene services to families. KCSOS will provide a \$25.00 voucher to each client which is submitted to the dental hygiene clinic. WKCCD will invoice KCSOS for payment each month vouchers are submitted. The MOU will be reviewed annually by both Districts.

Terms (if applicable):

September 14, 2023 to May 31, 2024

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: _____


Brock McMurray, Interim Superintendent/President

MEMORANDUM OF UNDERSTANDING
between
WEST KERN COMMUNITY COLLEGE
DISTRICT
and
Kern County Superintendent of Schools

This Memorandum of Understanding (MOU) is entered into by and between West Kern Community College District (WKCCD, hereinafter referred to as the COLLEGE) and the Kern County Superintendent of Schools (KCSOS, hereinafter referred to as the SCHOOL).

The parties hereto agree:

I. **TERM**

This MOU shall become effective Fall 2023 beginning September 14, 2023, and terminating on May 31, 2024. This agreement is valid for 1 academic year with a possibility to be renewed by the SCHOOL.

II. **PURPOSE**

The purpose of this MOU is to allow the SCHOOL to request delivery of dental hygiene services provided by enrolled students in the dental hygiene program.

III. **RESPONSIBILITIES**

- A. SCHOOL responsibilities: The SCHOOL will provide a VOUCHER to its clients in the Migrant Education Region V program for dental hygiene services valued at \$25.00 per person for the full treatment plan developed by students and approved by faculty and the client.
- B. COLLEGE responsibilities: The COLLEGE will create a monthly invoice for payment by the SCHOOL that includes services for all clients treated in the dental hygiene clinic during that month.

IV. **CONFIDENTIALITY**

Each party shall ensure information is kept confidential in accordance with applicable Federal, State, and local law. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure modification and destruction. All students and faculty in the dental hygiene program follow HIPAA regulations regarding patient information.

V. **INDEMNITY**

The SCHOOL agrees to indemnify, defend and hold harmless the COLLEGE, its officers, agents and employees from any and all claims, injuries, losses or damage, which arise in any way out of or in connection with performance of this MOU by the SCHOOL or its officers, employees and agents and either directly or indirectly, from any act, error or omission or negligence of the

SCHOOL or any of its officers, employees or agents.

The COLLEGE agrees to indemnify, defend and hold harmless the SCHOOL its officers, employees and agents from any and all claims, injuries, losses or damage, which arise in any way in connection with performance of this MOU by the COLLEGE or any of its officers, employees or agents and either directly or indirectly, from any act, error or omission or negligence of the COLLEGE or any of its officers, employees or agents.

VI. NON-DISCRIMINATION CLAUSE

The SCHOOL and the COLLEGE mutually affirm that they shall not discriminate against any person in any aspect of education or employment, on the basis of race, color, ancestry, religion, gender, marital status, national origin, ethnic identification, age, sexual orientation, mental or physical disability, medical condition or status as a Vietnam-era veteran.

VII. CHANGES

Changes to this MOU shall be addressed to the contact persons listed herein.

Contact Person for the COLLEGE:

Name: Brock McMurray
Title: Superintendent/President
Address: 29 Cougar Court
Taft, CA 93628
Phone: 661-763-7711
Email: bmcurray@taftcollege.edu

Contact Person for the SCHOOL:

Name:
Title:
Address:
Phone:
Email:

IN WITNESS WHEREOF the COLLEGE and the SCHOOL hereby agree to the terms of this MOU.

Approved for WKCCD

Brock McMurray

Approved for KCSOS

Interim Taft College Superintendent/President

Date:_____

KCSOS Agent

Date:_____

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78064974	08/03/2023	A00200017A.P.I. Plumbing	I0072805	25941	11000	431	4310	65100	269.55
					11000	431	4310	69200	222.46
					11000	431	4310	69800	42.90
78064975	08/03/2023	A00202515ACCCA	I0072724	JLOPEZ	11000	202	5710	67500	200.00
78064976	08/03/2023	A00292936Albertson's LLC	I0072735	177691062823	32000	422	4410	69400	67.79
			I0072754	2000005469	12676	320	7603	73200	57,040.00
78064977	08/03/2023	A00200044American General Media	I0072798	JULY2023	12919	223	5970	60103	20,000.00
78064978	08/03/2023	A00200063Austin's Pest Control, Inc.	I0072743	JUL 23	39000	314	5631	64991	100.00
			I0072745	JUL. 23	11000	431	5860	65100	475.00
78064979	08/03/2023	A00205827Auto Club	I0072739	3014396308	11000	352	5210	69610	56.00
78064980	08/03/2023	A00200076Bandy, Ingrun K.	I0072726	071623	11000	352	5710	69610	154.66
78064981	08/03/2023	A00333731Barkley, Inc.	I0072808	P004673	12418	421	5510	67900	22,412.50
			I0072809	78063407	12418	421	5510	67900	42,275.00
78064982	08/03/2023	A00272600Beard Family Trust	I0072764	AUG 23	12560	223	5610	09565	3,500.00
78064983	08/03/2023	A00324134Bell, Damon	I0072787	061223	12654	301	5710	64900	38.04
78064984	08/03/2023	A00310237Benson, Nathan R.	I0072765	071523	12643	223	5710	67500	247.74
78064985	08/03/2023	A00200093Black/Hall Construction	I0072746	PAYREQ1	12050	431	6121	65101	187,259.67
78064986	08/03/2023	A00327556Blackhawk Network, Inc.	I0072755	341296007	12679	320	7602	73200	60,187.85
78064987	08/03/2023	A00334819Brady Industries	I0072744	8180456	11000	431	4310	65300	25.11
78064988	08/03/2023	A00321747BrandCo Marketing	I0072807	INV06799648	12551	353	4310	64600	808.85
					12571	411	5985	67300	606.64
					31000	423	4310	69100	404.42
78064989	08/03/2023	A00200109Brown & Reich Petroleum, Inc	I0072737	38443	11000	432	4316	65100	98.02
78064990	08/03/2023	A00200112BSK & Associates, Inc.	I0072790	0103054	11008	431	6121	65100	7,662.50
78064991	08/03/2023	A00327741Cash, William J.	I0072756	071523	12643	223	5710	67500	61.00
78064992	08/03/2023	A00337213CCAMD	I0072740	2023-24	12620	202	5210	61900	750.00
78064993	08/03/2023	A00200161CDW-G	I0072793	JP88409	11000	202	4318	60100	59.06
78064994	08/03/2023	A00200167Central Valley Conference	I0072749	2309	11000	352	5210	69610	7,000.00
78064995	08/03/2023	A00200181City of Taft	I0072763	55631	12560	202	5850	09565	0.05
78064996	08/03/2023	A00200200Computerland of Silicon Vall	I0072759	289355	12643	223	5642	61900	3,999.00
78064997	08/03/2023	A00335974Daugherty, Devin	I0072750	062623	12560	223	5710	60103	730.19
78064998	08/03/2023	A00331655Dell Marketing LP	I0072748	10686278620	12913	113	6415	66002	46,090.71
			I0072778	10684957699	11000	301	4310	64500	185.05
78064999	08/03/2023	A00200236Demco	I0072760	7332796	12477	203	4310	61200	759.10
78065000	08/03/2023	A00237331Dumbrigue, Joanne Lucille V.	I0072802	JUN 23	12676	351	5710	64900	113.18
78065001	08/03/2023	A00027168Edgar, Ferriland J.	I0072733	033123	33428	310	4310	69200	12.50
					33528	310	4310	69200	12.50
					33588	310	4310	69200	25.00
78065002	08/03/2023	A00300363EMD Millipore Corp.	I0072783	10488748	11000	205	4311	12042	368.05
78065003	08/03/2023	A00327154Esparza, Faith A.	I0072723	78064124	11999	421	7412	73900	250.00
78065004	08/03/2023	A00319544FFP Fund V Lessee1, LLC	I0072774	2024-F5LA-00001	11000	431	5830	65700	26,051.06
78065005	08/03/2023	A00202041Fresno Oxygen	I0072758	91619624	12650	223	4311	09565	10.70
78065006	08/03/2023	A00326939Garcia, Vincent	I0072766	071523	12643	223	5710	67500	46.00
78065007	08/03/2023	A00259088GT Software Inc.	I0072761	INV10495	11000	113	5643	67801	1,900.80
78065008	08/03/2023	A00337090HOWIES ATHLETIC TAPE	I0072753	INV000178466	11000	352	4310	69619	643.84
78065009	08/03/2023	A00244581Independent Fire and Safety,	I0072795	61810	11000	431	5631	65100	2,498.07
					35819	357	5631	69700	528.89
78065010	08/03/2023	A00200656Jacobi, Victoria J.	I0072736	071223	11000	225	5710	60300	450.00
78065011	08/03/2023	A00277752Jarrahian, Abbas	I0072775	071923	11000	209	4311	04013	6.79
			I0072800	071123	11000	209	4311	04013	9.77

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065012	08/03/2023	A00310304	Jimenez Murguia, Salvador	I0072788	061223	12654	301	5710	64900	313.49
78065013	08/03/2023	A00200707	Keenan & Associates	I0072791	293849	11000	412	5510	67300	5,000.00
78065014	08/03/2023	A00200712	Kern County Supt. of Schools	I0072786	2023-041	12000	319	5990	63200	8,000.00
78065015	08/03/2023	A00304624	Kurzwell Education, Inc.	I0072770	78063070	11999	421	7412	73900	3,000.00
78065016	08/03/2023	A00045424	Long, Sarah L.	I0072731	061223	12654	301	5710	64900	319.86
78065017	08/03/2023	A00330042	Lotus Bakersfield Corp.	I0072804	CC-1230690784	11000	115	5970	67100	5,525.00
78065018	08/03/2023	A00227772	MBS Textbook Exchange, Inc.	I0072747	47-5309313	31000	423	4115	69100	399.90
						31000	423	5940	69100	76.46
				I0072785	47-5307398	31000	423	4110	69100	1,171.76
						31000	423	5940	69100	200.12
78065019	08/03/2023	A00327120	Mehoff, Karen	I0072797	2023-461	11000	115	4310	67100	100.00
78065020	08/03/2023	A00309640	Murillo, Lilia	I0072729	061223	12654	301	5710	64900	341.11
78065021	08/03/2023	A00336083	Nagle Earthworks	I0072792	PAY REQ 1	11008	431	6121	65100	39,963.67
						11000	433	6121	69500	30,000.01
78065022	08/03/2023	A00314755	National Book Network	I0072779	12281176	31000	423	4115	69100	1,209.60
						31000	423	5940	69100	87.86
78065023	08/03/2023	A00315956	Orkin Pest Control	I0072751	246490489	11000	431	5860	65100	191.99
78065024	08/03/2023	A00239496	Paul H. Brookes Publishing C	I0072752	1263669	31000	423	4115	69100	1,279.36
						31000	423	5940	69100	104.00
78065025	08/03/2023	A00324842	Payne, Kenneth E.	I0072776	AUG 23	39000	314	5610	64991	4,221.84
78065026	08/03/2023	A00200522	Pepsi-Cola Company	I0072784	38549304	31000	423	4310	69100	55.12
78065027	08/03/2023	A00200487	Sierra School Equipment Co.	I0072803	411639	12418	421	6411	67900	54,288.46
78065028	08/03/2023	A00234793	Southwest Signs	I0072769	78064621	11999	421	7412	73900	5,471.00
78065029	08/03/2023	A00237176	SSD Systems	I0072732	R-00452105	33428	310	5880	69200	41.63
						33528	310	5880	69200	41.63
						33588	310	5880	69200	83.27
78065030	08/03/2023	A00024451	Sutherland, Tammy M.	I0072728	061223	12654	301	5710	64900	319.86
78065031	08/03/2023	A00200417	Sysco Food Service of Ventur	I0072771	379251929	12679	320	4410	64900	1,208.32
78065032	08/03/2023	A00200862	Taft College Bookstore	I0072738	9606	11000	202	4310	60100	37.89
						11000	203	4310	61200	75.78
78065033	08/03/2023	A00200862	Taft College Bookstore	I0072742	0833	12573	353	4310	64600	310.20
78065034	08/03/2023	A00252942	TC Federal Financial Aid Cle	I0072741	072023	11000	000	9526	00000	182.00
				I0072767	071723	11000	000	9526	00000	496.00
				I0072768	07/17/23	11000	000	9526	00000	205.00
				I0072773	071823	12679	320	7609	73200	2,710.00
				I0072780	07/13/23	11000	000	9526	00000	54.71
				I0072781	07-17-23	11000	000	9526	00000	392.00
				I0072782	071223	11000	000	9526	00000	287.00
78065035	08/03/2023	A00256341	Terminix	I0072725	435132939	33428	310	5860	69200	87.75
						33528	310	5860	69200	87.75
						33588	310	5860	69200	175.50
78065036	08/03/2023	A00200628	The Goodheart-Willcox Compan	I0072772	01942331	31000	423	4110	69100	2,599.80
						31000	423	5940	69100	149.47
78065037	08/03/2023	A00320652	Thomas Scientific,LLC	I0072799	2996841	11000	209	4311	04012	2,952.39
78065038	08/03/2023	A00324243	TM Signs and Graphics	I0072789	INV-1194	12676	351	4310	64900	214.10
78065039	08/03/2023	A00200282	True Value Home Center	I0072757	471966	12643	223	4311	60103	224.84
				I0072796	471682	11000	431	4310	69200	45.52
						11000	431	4310	69800	5.08
78065040	08/03/2023	A00255644	U.S. Bank Equipment Finance	I0072811	506108240	12560	223	5612	60103	244.41
						11000	205	5612	12042	244.41
						11000	203	5612	61200	244.41

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

					11000	203	5612	61200	244.41
					12000	318	5612	64800	244.41
					11000	202	5612	60100	244.41
					11000	113	5612	67801	244.41
					11000	431	5612	65100	244.41
					33428	310	5612	69200	61.10
					33528	310	5612	69200	61.10
					33588	310	5612	69200	61.10
					33591	310	5612	69200	61.10
					11000	207	5612	49999	244.41
					11000	202	5612	60100	244.41
					11000	110	5612	66003	81.47
					11000	202	5612	60100	81.47
					11000	114	5612	66005	81.47
					11000	202	5612	60100	244.41
					11000	421	5612	67200	109.96
					11000	401	5612	67200	24.44
					11000	411	5612	67300	109.98
					39000	314	5612	64991	244.41
					12551	353	5612	64600	61.10
					11000	301	5612	64500	61.10
					11000	302	5612	63100	61.10
					11000	358	5612	62100	61.10
					11000	421	5612	67200	244.41
					11000	401	5612	67200	244.41
78065040	08/03/2023	A00255644	U.S. Bank Equipment Finance	I0072811 506108240	31000	423	5612	69100	244.41
					31000	423	5612	69100	154.38
					12495	319	5612	61900	55.96
78065041	08/03/2023	A00200284	U.S. Foods	I0072801 5655894	32000	422	4411	69400	428.76
78065042	08/03/2023	A00200309	United Refrigeration, Inc.	I0072794 91223097-00	11000	432	4310	65100	2,675.59
78065043	08/03/2023	A00200338	Verizon Wireless	I0072806 9938154376	11000	113	5840	67801	38.01
					12676	351	5840	64900	38.01
78065044	08/03/2023	A00200355	West Kern Water District	I0072727 071323	33428	310	5810	69200	28.00
					33528	310	5810	69200	28.00
					33588	310	5810	69200	55.99
78065045	08/03/2023	A00200355	West Kern Water District	I0072730 071723	12560	223	5850	09565	165.09
78065046	08/03/2023	A00200355	West Kern Water District	I0072734 070623	33428	310	5810	69200	16.39
					33528	310	5810	69200	16.39
					33588	310	5810	69200	32.76
78065047	08/03/2023	A00200379	WKCCD#2 Revolving Fund	I0072810 071113	11999	421	7412	73900	217.00
78065048	08/03/2023	A00279103	Yabla, Inc.	I0072777 121415-TAFT 071323	31000	423	4110	69100	4,660.20
					31000	423	5940	69100	18.00
78065049	08/04/2023	A00335978	Alegria, Michael T.	S0058132	11000		9526		138.00
78065050	08/04/2023	A00290785	Amidon, Keana M.	S0058098	11000		9526		736.00
78065051	08/04/2023	A00328094	Arnold, Nolan M.	S0058125	11000		9526		150.00
78065052	08/04/2023	A00323324	Avila Ramirez, Jovani	S0058096	11000		9526		998.00
78065053	08/04/2023	A00286350	Baiza, Andrea J.	S0058116	11000		9526		322.00
78065054	08/04/2023	A00200869	Bedolla, Vicky	S0058122	11000		9526		186.00
78065055	08/04/2023	A00278636	Beiza, Linda S.	S0058133	11000		9526		138.00
78065056	08/04/2023	A00337138	Bugarin, Kaliana	S0058095	11000		9526		391.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065057	08/04/2023	A00002889Cantrell, Victoria R.	S0058136	11000		9526		136.00	
78065058	08/04/2023	A00242580Cochran, Tiana L.	S0058134	11000		9526		138.00	
78065059	08/04/2023	A00336039Contreras, Mayra G.	S0058108	11000		9526		552.00	
78065060	08/04/2023	A00321019Criss, Katelyn R.	S0058109	11000		9526		552.00	
78065061	08/04/2023	A00329460Cruz, Kylie A.	S0058123	11000		9526		184.00	
78065062	08/04/2023	A00326665Cruz Santiago, Fidel	S0058101	11000		9526		644.00	
78065063	08/04/2023	A00328104Davis, Skyler M.	S0058092	11000		9526		150.00	
78065064	08/04/2023	A00335836Delgado, Estrella M.	S0058131	11000		9526		148.00	
78065065	08/04/2023	A00334674Deras Gamez, Alexander J.	S0058126	11000		9526		150.00	
78065066	08/04/2023	A00078260Fernandez, Phillip A.	S0058091	11000		9526		121.00	
78065067	08/04/2023	A00327519Figures, Brianna C.	S0058106	11000		9526		598.00	
78065068	08/04/2023	A00327905Funes Vences, Daniel	S0058093	11000		9526		405.00	
78065069	08/04/2023	A00307899Gallo, Saul	S0058110	11000		9526		552.00	
78065070	08/04/2023	A00328503Garcia Flores, Hernan	S0058111	11000		9526		552.00	
78065071	08/04/2023	A00328354Gomez, Lesley	S0058139	11000		9526		76.00	
78065072	08/04/2023	A00323735Guzman, Natalia	S0058102	11000		9526		644.00	
78065073	08/04/2023	A00308115Haage, Cody L.	S0058099	11000		9526		736.00	
78065074	08/04/2023	A00335120Hernandez, Alam E.	S0058100	11000		9526		255.75	
78065075	08/04/2023	A00315976Ho, Jeffrey	S0058103	11000		9526		644.00	
78065076	08/04/2023	A00335459Hurtado, Jennifer G.	S0058124	11000		9526		184.00	
78065077	08/04/2023	A00325531Jensen, Sarah E.	S0058140	11000		9526		16.00	
78065078	08/04/2023	A00310338Johnson, Adam F.	S0058115	11000		9526		324.00	
78065079	08/04/2023	A00336571Kaur, Jaspreet	S0058119	11000		9526		276.00	
78065080	08/04/2023	A00317023Linville, Emily G.	S0058120	11000		9526		276.00	
78065081	08/04/2023	A00329014Lubinieccki, Jesse J.	S0058127	11000		9526		150.00	
78065082	08/04/2023	A00307903Maldonado, Robert M.	S0058121	11000		9526		253.00	
78065083	08/04/2023	A00327946Melgoza Arreygue, Andre	S0058117	11000		9526		150.00	
			S0058118	11000		9526		168.00	
78065084	08/04/2023	A00324616Montes De Oca, David	S0058089	11000		9526		26.00	
78065085	08/04/2023	A00334983Moreno, Andres J.	S0058094	11000		9526		150.00	
78065086	08/04/2023	A00323708Nicolas Gonzalez, Lorena	S0058104	11000		9526		644.00	
78065087	08/04/2023	A00323444Ochida, Yuki	S0058128	11000		9526		150.00	
78065088	08/04/2023	A00336416Palomares, Ariel D.	S0058114	11000		9526		414.00	
78065089	08/04/2023	A00280965Pena, Andres	S0058113	11000		9526		460.00	
78065090	08/04/2023	A00330125Perez, Ricardo J.	S0058107	11000		9526		598.00	
78065091	08/04/2023	A00329161Platz, Tyler J.	S0058137	11000		9526		102.45	
78065092	08/04/2023	A00335939Plowman, William A.	S0058129	11000		9526		150.00	
78065093	08/04/2023	A00333071Richert, Danielle G.	S0058135	11000		9526		138.00	
78065094	08/04/2023	A00323403Rivera Jaime, Fatima	S0058105	11000		9526		644.00	
78065095	08/04/2023	A00335501Rojas, Emily E.	S0058112	11000		9526		462.00	
78065096	08/04/2023	A00337049Upshaw, Sarah M.	S0058090	11000		9526		150.00	
78065097	08/04/2023	A00328457Wajima, Keigo	S0058130	11000		9526		150.00	
78065098	08/04/2023	A00335959Wood, Shelby R.	S0058088	11000		9526		2,000.00	
78065099	08/04/2023	A00333876Wuethrich, Jenna S.	S0058097	11000		9526		782.00	
78065100	08/04/2023	A00327737Guzman Guitron, Jeanelly	S0058138	11000		9526		93.00	
78065101	08/15/2023	A00288646Amazon Web Services, Inc.	I0072818	1407509849	11000	113	5644	67801	1,465.96
78065102	08/15/2023	A00200043American Express	I0072831	11005072523	11000	000	7211	00000	10,806.88
78065103	08/15/2023	A00200109Brown & Reich Petroleum, Inc	I0072814	38115	39000	314	4316	64991	175.27
					12433	314	4316	69800	58.42
78065104	08/15/2023	A00200181City of Taft	I0072813	55635	31000	423	5850	69100	61.73
78065105	08/15/2023	A00200181City of Taft	I0072823	55630	39000	314	5850	64991	9.11

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

8065106	08/15/2023	A00200181City of Taft	I0072827	55631.	12560	202	5850	09565	9.12
78065107	08/15/2023	A00209980County of Kern	I0072820	IN0475154.	32000	422	5990	69400	301.00
			I0072835	IN0482522	12560	223	4310	09565	189.00
78065108	08/15/2023	A00265229DK&M Property	I0072829	SEP 23	39000	314	5610	64991	1,745.45
78065109	08/15/2023	A00337407Eide Bailly LLP	I0072821	EI01530677	11000	401	5510	67200	50,000.00
78065110	08/15/2023	A00332921Ferrilli	I0072817	23-2860	12653	301	5510	63900	1,950.00
			I0072819	23-2746	12653	301	5510	63900	1,852.50
78065111	08/15/2023	A00329125Foundation Properties Inc	I0072830	SEP 23	39000	314	5610	64991	2,127.27
78065112	08/15/2023	A00200508P. G. & E.	I0072824	080123	39000	314	5830	64991	9.04
78065113	08/15/2023	A00200508P. G. & E.	I0072825	080223	39000	314	5830	64991	86.81
78065114	08/15/2023	A00200508P. G. & E.	I0072826	08/01/23	39000	314	5830	64991	4.35
78065115	08/15/2023	A00200508P. G. & E.	I0072828	08-01-23	12560	223	5860	09565	578.52
78065116	08/15/2023	A00200508P. G. & E.	I0072839	070923	11000	435	5830	65192	828.81
					11000	435	5820	65192	53.19
78065117	08/15/2023	A00200508P. G. & E.	I0072840	080823	11000	435	5830	65192	1,284.75
					11000	435	5820	65192	48.31
78065118	08/15/2023	A00200508P. G. & E.	I0072842	071423	11000	431	5830	65700	13,022.97
					39000	314	5830	64991	2,176.09
					12433	314	5830	69800	241.79
78065118	08/15/2023	A00200508P. G. & E.	I0072842	071423	33428	310	5830	69200	840.48
					33528	310	5830	69200	840.48
					33588	310	5830	69200	1,680.97
78065119	08/15/2023	A00324842Payne, Kenneth E.	I0072816	SEP 23	39000	314	5610	64991	2,110.92
78065120	08/15/2023	A00200393Sparkletts	I0072832	061623	11000	223	4310	60103	35.98
78065121	08/15/2023	A00200393Sparkletts	I0072833	071423	11000	223	4310	60103	6.00
78065122	08/15/2023	A00200393Sparkletts	I0072838	072023	11000	205	5641	12042	79.93
78065123	08/15/2023	A00200419T.C. Clearing Account	I0072837	060123	11000	421	5912	67200	7,209.45
78065124	08/15/2023	A00252942TC Federal Financial Aid Cle	I0072836	072423	11000	000	9526	00000	415.00
			I0072841	072523	11000	000	9526	00000	170.00
78065125	08/15/2023	A00200338Verizon Wireless	I0072822	9940532621	11000	113	5840	67801	38.01
					12676	351	5840	64900	38.01
78065126	08/15/2023	A00200355West Kern Water District	I0072815	080323	33428	310	5810	69200	16.38
					33528	310	5810	69200	16.38
					33588	310	5810	69200	32.78
78065127	08/15/2023	A00329149WEX Bank	I0072834	90712356	11000	432	4316	67703	531.40
78065128	08/15/2023	A00271281WKCCD-Taft College Grant Cle	I0072812	08072023	32000	422	5912	64900	69.00
78065129	08/16/2023	A00309280Alvarado, Lizette	S0058157		11000		9526		736.00
78065130	08/16/2023	Cancelled Check							
78065131	08/16/2023	A00334910Balderas, Edgar U.	S0058148		11000		9526		17.00
78065132	08/16/2023	A00328187Caro, Andrew	S0058161		11000		9526		644.00
78065133	08/16/2023	A00264588Carrillo, James A.	S0058149		11000		9526		552.00
78065134	08/16/2023	A00288843Caver, Cameron C.	S0058162		11000		9526		322.00
78065135	08/16/2023	A00327905Funes Vences, Daniel	S0058150		11000		9526		147.00
78065136	08/16/2023	A00329711Gordillo, Josue V.	S0058163		11000		9526		644.00
78065137	08/16/2023	A00312984Hanson, Kailey M.	S0058151		11000		9526		736.00
78065138	08/16/2023	A00312799Hicks-Benson, Deborah L.	S0058159		11000		9526		450.00
78065139	08/16/2023	A00310338Johnson, Adam F.	S0058164		11000		9526		598.00
78065140	08/16/2023	A00272984Johnson, Justine L.	S0058165		11000		9526		232.00
78065141	08/16/2023	A00337100Morgan, Brooklyn R.	S0058152		11000		9526		150.00
78065142	08/16/2023	A00104449Owens, Jessica L.	S0058153		11000		9526		194.00
78065143	08/16/2023	A00059755Plotner, Dakota	S0058147		11000		9526		2.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065144	08/16/2023	A00330494	Ramirez, Valerie L.	S0058158	11000		9526			1,500.00
78065145	08/16/2023	A00334818	Reyes, Orlando D.	S0058146	11000		9526			2.00
78065146	08/16/2023	A00281906	Rivera, Julieta	S0058166	11000		9526			230.00
78065147	08/16/2023	A00254724	Rodriguez, Lucerito	S0058156	11000		9526			460.00
78065148	08/16/2023	A00328509	Romero, Gabrielle C.	S0058145	11000		9526			2.00
78065149	08/16/2023	A00325563	Schroader, Casandra M.	S0058167	11000		9526			186.00
78065150	08/16/2023	A00337210	Soliz, Fabian F.	S0058154	11000		9526			690.00
78065151	08/16/2023	A00215765	Tiger Disque, Kari B.	S0058168	11000		9526			462.00
78065152	08/16/2023	A00313689	Vadnais, Michele L.	S0058169	11000		9526			184.00
78065153	08/16/2023	A00257261	Valadez, Christina E.	S0058144	11000		9526			2.00
78065154	08/16/2023	A00324303	Vasquez, Cade G.	S0058170	11000		9526			462.00
78065155	08/16/2023	A00261101	Velazques Garcia, Nanci	S0058171	11000		9526			138.00
78065156	08/16/2023	A00241521	Wells, Casey J.	S0058155	11000		9526			186.00
78065157	08/16/2023	A00329379	Wilson, Ella G.	S0058143	11000		9526			2.00
78065158	08/16/2023	A00327554	Wiyninger, Catriona T.	S0058172	11000		9526			46.00
78065159	08/16/2023	A00297433	Woggn, Yuvia	S0058142	11000		9526			2.00
78065160	08/16/2023	A00321634	Wu, Tianxin	S0058141	11000		9526			2.00
78065161	08/22/2023	A00200017A	P.I. Plumbing	I0072844	23596	35827	5631	69700		73,465.00
78065162	08/22/2023	A00327115	ABC Occupational Medical Cen	I0072873	EM013467	11000	411	5990	67300	140.00
				I0072874	EM013520	11000	411	5985	67300	15.00
78065163	08/22/2023	A00288646	Amazon Web Services, Inc.	I0072900	1384660433	11000	113	5644	67801	1,408.45
78065164	08/22/2023	A00200044	American General Media	I0072903	CC-1220824622	11000	115	5970	67100	800.00
78065165	08/22/2023	A00285762	Association of Chief Busines	I0072916	11075	11000	421	5710	67200	570.00
				I0072917	11059	11000	401	5710	67200	570.00
78065166	08/22/2023	A00202445	AT&T Mobility	I0072869	070223	12551	353	6415	64600	120.72
78065167	08/22/2023	A00272600	Beard Family Trust	I0072920	SEP 23	12560	223	5610	09565	3,500.00
78065168	08/22/2023	A00324134	Bell, Damon	I0072857	090623	12000	301	5740	64901	1,500.00
78065169	08/22/2023	A00200093	Black/Hall Construction	I0072905	PAY REQUEST 2	12050	431	6121	65101	308,408.04
78065170	08/22/2023	A00250001	Blake, Paul A.	I0072923	071823	11000	202	5710	49999	1,513.46
78065171	08/22/2023	A00200109	Brown & Reich Petroleum, Inc	I0072868	38114	11000	432	4316	65300	82.42
78065172	08/22/2023	A00200116	Burt Electric & Communicatio	I0072899	TC455039	12755	421	6415	67900	89,328.00
78065173	08/22/2023	A00337348	California Coalition of Earl	I0072852	092923	11000	202	5710	67500	1,500.00
				I0072880	09/29/23	11000	202	5710	67500	1,500.00
				I0072881	091423	11000	202	5710	67500	600.00
				I0072913	09/14/23	11000	202	5710	67500	600.00
78065174	08/22/2023	A00201685	Cengage Learning	I0072904	81560329	31000	423	4110	69100	1,401.00
						31000	423	5940	69100	95.51
78065175	08/22/2023	A00200107	Charter Communications	I0072858	081123	11000	435	5840	65192	162.96
78065176	08/22/2023	A00200107	Charter Communications	I0072863	080123	12560	223	5610	09565	332.93
78065177	08/22/2023	A00072113	Chavira, Carlos P.	I0072886	097	12676	351	4410	64900	3,650.00
78065178	08/22/2023	A00200181	City of Taft	I0072845	55628	11000	431	5850	65700	1,845.43
						11000	431	5850	65500	37.66
78065179	08/22/2023	A00200181	City of Taft	I0072859	55634	11000	431	5850	65700	145.75
						11000	431	5850	65500	2.97
78065180	08/22/2023	A00230466	Classic Charter, Inc.	I0072843	164852.	12000	319	5740	64901	4,596.00
78065181	08/22/2023	A00337160	Customized Custodial Service	I0072926	TC0723SS	35815	314	5611	69700	3,800.00
78065182	08/22/2023	A00311324	CWDL, CPAs	I0072866	5555	11000	421	5420	67200	24,921.00
78065183	08/22/2023	A00335974	Daugherty, Devin	I0072867	071823	11000	223	4410	60103	209.72
				I0072895	JUL 23	12643	223	5710	60100	92.75
				I0072896	072223	11000	202	5710	49999	1,199.81
78065184	08/22/2023	A00201586	Dodson, John	I0072887	071623	12433	314	5710	69800	103.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

			I0072888 07/16/23	12433	314	5710	69800	70.35
78065185	08/22/2023	A00331577Electric Embroidery Company	I0072897 6554	12495	319	4310	61900	60.00
78065186	08/22/2023	A00029774Enciso, Rigoberto	I0072865 051923	12643	223	4310	60103	34.00
78065187	08/22/2023	A00329796Farmer, Jonathan	I0072894 072323	11000	202	5710	67500	1,208.46
78065188	08/22/2023	A00332921Ferrilli	I0072864 23-2766	11000	113	5510	67801	665.00
			I0072885 23-2641	12653	301	5510	63900	2,827.50
78065189	08/22/2023	A00211659Flachmann, Christopher M.	I0072879 101023	11000	211	5710	49999	117.88
78065190	08/22/2023	A00337048Forsythe IT Solutions, LLC.	I0072851 3011	12913	113	5641	66002	15,000.00
78065191	08/22/2023	A00202041Fresno Oxygen	I0072901 63123853	12643	223	4311	09565	103.71
			I0072902 63140100	12643	223	4311	09565	187.26
78065192	08/22/2023	A00283264Frontier California Inc.	I0072846 7900072823	11000	431	5840	65700	809.49
78065193	08/22/2023	A00283264Frontier California Inc.	I0072847 7700072823	11000	431	5840	65700	1,122.23
78065194	08/22/2023	A00040528Gardner, Gina L.	I0072918 080923	12652	205	5505	12042	746.58
			I0072924 071123	12652	205	5505	12042	997.00
78065195	08/22/2023	A00200624Gibson, Mark D.	I0072914 081023	11000	113	5710	67801	346.94
78065196	08/22/2023	A00270912Gonzalez, Gustavo	I0072889 072723	11000	113	5710	67801	196.85
			I0072915 081023	11000	113	5710	67801	456.68
78065197	08/22/2023	A00201122Home Depot Credit Services	I0072883 3406071323	11000	431	4310	65100	2,022.61
78065198	08/22/2023	A00200656Jacobi, Victoria J.	I0072882 101023	11000	211	5710	49999	117.88
78065199	08/22/2023	A00310598Li, Xiaohong	I0072890 072723	11000	113	5710	67801	20.00
78065200	08/22/2023	A00337165Lopez, Jaime	I0072919 080923	11000	202	5710	67500	366.75
78065201	08/22/2023	A00307058Minor, Leslie B.	I0072861 080923	11000	202	5710	60100	163.75
78065202	08/22/2023	A00200580Museum of Tolerance	I0072855 250679	12000	319	5740	64901	1,200.00
78065203	08/22/2023	A00337151Nishiyama, Wesley	I0072927 061923	12571	411	5985	67300	1,362.57
78065204	08/22/2023	A00200508P. G. & E.	I0072875 07/12/23	11000	435	5830	65191	77.46
				11000	435	5820	65191	5.30
78065205	08/22/2023	A00200508P. G. & E.	I0072906 081423	11000	431	5830	65700	28,589.76
				39000	314	5830	64991	4,173.29
				12433	314	5830	69800	463.70
				33428	310	5830	69200	1,695.13
				33528	310	5830	69200	1,695.13
				33588	310	5830	69200	3,390.25
78065206	08/22/2023	A00200508P. G. & E.	I0072908 081123	39000	314	5830	64991	17.88
78065207	08/22/2023	A00200508P. G. & E.	I0072909 08/11/23	39000	314	5830	64991	56.50
78065208	08/22/2023	A00200508P. G. & E.	I0072910 081023	39000	314	5830	64991	138.55
78065209	08/22/2023	A00200508P. G. & E.	I0072911 08-11-23	39000	314	5830	64991	140.53
78065210	08/22/2023	A00200508P. G. & E.	I0072912 08.11.23	39000	314	5830	64991	37.64
78065211	08/22/2023	A00256927Richards, Kristi N.	I0072891 101023	12643	223	5710	60103	117.88
78065212	08/22/2023	A00280086Rothgeb, Julie J.	I0072898 JUL 23	12643	223	5710	60103	47.16
78065213	08/22/2023	A00201787Standard Insurance Company	I0072872 JUL 23	11000	411	3420	67300	429.66
				11000	411	3410	67300	1,357.70
78065214	08/22/2023	A00319064T-Mobile USA Inc.	I0072848 081323	11000	431	5840	65100	107.70
			I0072892 08/13/23	39000	314	5840	64991	181.06
				12433	314	5840	69800	60.36
			I0072893 08-13-23	35000	360	6412	67701	29.03
78065215	08/22/2023	A00200423Taft City School District	I0072870 23-125	11000	432	5632	67703	19.00
				11000	432	4312	67703	3.00
78065216	08/22/2023	A00200862Taft College Bookstore	I0072854 250679	31000	423	5912	69100	1,501.53
78065217	08/22/2023	A00200862Taft College Bookstore	I0072922 063023	11000	000	5915	00000	4,589.74
				31000	423	5915	69100	74,650.36
				32000	422	5915	69400	5,052.90

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065218	08/22/2023	A00243766	Tweedy, Allisa M.	I0072878	071523	12643	223	5710	67500	657.70
78065219	08/22/2023	A00336843	Valadez, Jose A.	I0072860	080323	11000	202	5710	67500	481.18
				I0072925	072223	11000	202	5710	49999	1,181.40
78065220	08/22/2023	A00279084	Watts, Cliff H.	I0072853	JUL 23	11000	421	5710	67200	36.68
78065221	08/22/2023	A00200355	West Kern Water District	I0072849	08/03/23	11000	431	5810	65700	105.39
78065221	08/22/2023	A00200355	West Kern Water District	I0072849	08/03/23	39000	314	5810	64991	19.43
						12433	314	5810	69800	2.16
78065222	08/22/2023	A00200355	West Kern Water District	I0072850	08-03-23	11000	435	5810	65192	136.12
78065223	08/22/2023	A00200355	West Kern Water District	I0072856	072023	11000	435	5810	65191	32.10
78065224	08/22/2023	A00200355	West Kern Water District	I0072871	07/06/23	11000	431	5810	65700	105.39
						39000	314	5810	64991	19.43
						12433	314	5810	69800	2.16
						11000	435	5810	65192	117.52
78065225	08/22/2023	A00200355	West Kern Water District	I0072876	07/13/23	11000	431	5810	65700	324.52
						39000	314	5810	64991	59.82
						12433	314	5810	69800	6.65
78065226	08/22/2023	A00200355	West Kern Water District	I0072877	07-13-23	39000	314	5810	64991	13.20
78065227	08/22/2023	A00200355	West Kern Water District	I0072921	7/20/23	11000	431	5810	65700	3,143.67
						39000	314	5810	64991	579.49
						12433	314	5810	69800	64.39
78065228	08/22/2023	A00200356	West Side Recreation & Park	I0072884	72423	12919	223	5970	60103	1,100.00
78065229	08/22/2023	A00201081	Westside Waste Management Co	I0072862	44255	11000	431	5850	65700	5,514.55
						12433	314	5850	69800	86.87
						39000	314	5850	64991	492.26
78065229	08/22/2023	A00201081	Westside Waste Management Co	I0072862	44255	12560	223	5850	09565	128.45
				I0072907	44249	39000	314	5850	64991	72.21
78065230	08/23/2023	A00333432	Adame Lara, Karina	S0058199		11000		9526		140.00
78065231	08/23/2023	A00318762	Alteneder, Graciela A.	S0058200		11000		9526		140.00
78065232	08/23/2023	A00215708	Bernal, April R.	S0058201		11000		9526		140.00
78065233	08/23/2023	A00329010	Blevins, Brayden A.	S0058189		11000		9526		255.00
78065234	08/23/2023	A00337463	Browning, Melle L.	S0058187		11000		9526		278.00
78065235	08/23/2023	A00335515	Burton, Cinder G.	S0058206		11000		9526		94.00
78065236	08/23/2023	A00274212	Carranza Chavez, Jessica J.	S0058181		11000		9526		276.00
78065237	08/23/2023	A00250777	Carter, Lela	S0058217		11000		9526		15.00
78065238	08/23/2023	A00043716	Chavira, Margaret	S0058205		11000		9526		138.00
78065239	08/23/2023	A00082041	Collins, Martha V.	S0058180		11000		9526		348.51
78065240	08/23/2023	A00336863	Contreras, Jeffrey R.	S0058195		11000		9526		184.00
78065241	08/23/2023	A00317787	Dodson, Drake W.	S0058175		11000		9526		738.00
78065242	08/23/2023	A00336920	Dougherty, Tracey A.	S0058202		11000		9526		140.00
78065243	08/23/2023	A00078260	Fernandez, Phillip A.	S0058216		11000		9526		15.00
78065244	08/23/2023	A00333852	Fierros, Gabriela H.	S0058210		11000		9526		2.00
78065245	08/23/2023	A00326578	Figuroa, Siany	S0058182		11000		9526		184.00
78065246	08/23/2023	A00334999	Gonzalez, Giselle F.	S0058173		11000		9526		5,796.00
78065247	08/23/2023	A00328302	Hernandez, Sebastian	S0058211		11000		9526		2.00
78065248	08/23/2023	A00335459	Hurtado, Jennifer G.	S0058212		11000		9526		230.00
78065249	08/23/2023	A00329217	Iturriria, Abby N.	S0058207		11000		9526		92.00
78065250	08/23/2023	A00272984	Johnson, Justine L.	S0058213		11000		9526		230.00
78065251	08/23/2023	A00294677	Lilly, Tabitha E.	S0058196		11000		9526		184.00
78065252	08/23/2023	A00333625	Lippert, Jason	S0058192		11000		9526		200.00
78065253	08/23/2023	A00334945	Lopez, Isabel S.	S0058176		11000		9526		644.00
78065254	08/23/2023	A00324741	Magana, Magaly Y.	S0058193		11000		9526		186.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065255	08/23/2023	A00297621Molina, Jacqueline I.	S0058186	11000		9526		184.00	
78065256	08/23/2023	A00330216Moore, Aiden A.	S0058179	11000		9526		588.50	
78065257	08/23/2023	A00248747Palafox, Maria G.	S0058203	11000		9526		140.00	
78065258	08/23/2023	A00337510Patel, Hetal P.	S0058219	11000		9526		14.00	
78065259	08/23/2023	A00335797Perez, Harold S.	S0058190	11000		9526		230.00	
78065260	08/23/2023	A00330202Prendez, Amber J.	S0058218	11000		9526		15.00	
78065261	08/23/2023	A00251419Rede, Tatianna G.	S0058177	11000		9526		508.00	
			S0058178	11000		9526		138.00	
78065262	08/23/2023	A00250700Rodela, Luis R.	S0058194	11000		9526		186.00	
78065263	08/23/2023	A00263825Saenz, Kirstie A.	S0058197	11000		9526		184.00	
78065264	08/23/2023	A00337216Salkin, Stephanie A.	S0058208	11000		9526		60.00	
78065265	08/23/2023	A00337058Sanchez, Jose M.	S0058183	11000		9526		150.00	
78065266	08/23/2023	A00329120Sanchez, Jose Guadalupe	S0058184	11000		9526		14.00	
78065267	08/23/2023	A00324677Scott, Reese I.	S0058198	11000		9526		184.00	
78065268	08/23/2023	A00329814Smith, Haven D.	S0058185	11000		9526		138.00	
78065269	08/23/2023	A00334838Smith, Stephanie L.	S0058188	11000		9526		278.00	
78065270	08/23/2023	A00323176Uribe, James C.	S0058191	11000		9526		230.00	
78065271	08/23/2023	A00317771Vega, Cecilia	S0058174	11000		9526		1,000.00	
78065272	08/23/2023	A00318860Wu, Yongqiang	S0058215	11000		9526		630.00	
78065273	08/24/2023	A00292861Baldwin, Gabrielle A.	S0058204	11000		9526		138.00	
78065274	08/24/2023	A00306957Bokelman, Tristan C.	S0058209	11000		9526		2.00	
78065275	08/24/2023	A00276265Patno, David F.	S0058214	11000		9526		80.00	
78065276	08/30/2023	A002000164Imprint	I0072968	11443594	31000	423	4310	69100	272.16
					31000	423	5940	69100	56.85
			I0072990	11458329	31000	423	4310	69100	1,305.00
					31000	423	5940	69100	162.96
78065277	08/30/2023	A00200017A.P.I. Plumbing	I0072999	26017	35819	357	4310	69700	21.65
78065278	08/30/2023	A00203579Alcorn Aire, Inc.	I0072960	58950	12050	431	6121	65121	97,500.00
78065279	08/30/2023	A00201875Amazon Capital Services	I0072959	1WCT-MKXF-1Q36	31000	423	4310	69100	107.11
			I0072972	11NJ-M99Q-RGCD	31000	423	4115	69100	295.48
			I0072980	1DJ7-CNMC-C1VV	31000	423	4110	69100	127.59
			I0073008	17Y9-MT3G-RHDP	11000	431	4310	65100	143.34
			I0073009	1KXR-1FT4-9MV6	12551	353	4310	64600	776.45
			I0073020	1C6W-X77H-XNWL	31000	423	4110	69100	788.25
			I0073022	1DT6-NG4L-HM34	31000	423	4110	69100	162.32
78065280	08/30/2023	A00200044American General Media	I0073010	AUG2023	12919	223	5970	60103	20,000.00
78065281	08/30/2023	A00223048AMS.NET	I0073024	0068437	12913	113	5641	66002	500.00
78065282	08/30/2023	A00202445AT&T Mobility	I0072941	080223	12551	353	6415	64600	120.72
78065283	08/30/2023	A00290343Bauer, Amanda M.	I0072928	05312023-A3	11000	401	5510	67200	200.00
78065284	08/30/2023	A00200243Blick Art Materials	I0072956	1054472	31000	423	4310	69100	266.37
78065285	08/30/2023	A00200119C.A. Reding Company, Inc.	I0072997	676827	31000	423	5971	69100	4.91
78065286	08/30/2023	A00200153CCCCIO	I0072992	1692818702	11000	202	5710	60100	950.00
78065287	08/30/2023	A00200161CDW-G	I0072975	KT39376	11000	113	5643	67801	12,823.68
78065288	08/30/2023	A00201685Cengage Learning	I0073007	81588599	31000	423	4110	69100	2,880.00
					31000	423	5940	69100	191.72
78065289	08/30/2023	A00267269Cisneros, Eduardo	I0073004	07202023-A	11999	421	7412	73900	125.00
78065290	08/30/2023	A00258703College House	I0072958	76530	31000	423	4310	69100	996.00
					31000	423	5940	69100	40.14
			I0073014	76749	31000	423	4310	69100	1,325.50
					31000	423	5940	69100	209.11
78065291	08/30/2023	A00200198Community College League of	I0072942	646	11000	352	5210	69610	11,185.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065292	08/30/2023	A00200200	Computerland of Silicon Vall	I0072977	289318	12913	113	5643	66002	8,698.00
78065293	08/30/2023	A00331655	Dell Marketing LP	I0073019	10688116020	11000	202	6415	60100	4,686.35
78065294	08/30/2023	A00200238	Department of Justice	I0072950	601404.	11000	202	5985	60100	32.00
78065295	08/30/2023	A00277845	Double D Cleaning Service	I0072976	097	12560	223	5890	09565	240.00
78065296	08/30/2023	A00200307	Farmer Bros. Company	I0073001	90194351	32000	422	4410	69400	223.88
78065297	08/30/2023	A00202335	Fastenal Industrial & Constr	I0072991	CATAF53280	12643	223	4310	09565	51.31
78065298	08/30/2023	A00200308	Federal Express Corporation	I0072984	8-198-73955	11000	401	5940	67705	33.68
				I0072985	8-227-37381	11000	401	5940	67705	246.28
				I0072986	8-234-92962	11000	401	5940	67705	37.47
78065299	08/30/2023	A00202041	Fresno Oxygen	I0072969	63217858	12643	223	4311	09565	1,448.15
78065300	08/30/2023	A00283264	Frontier California Inc.	I0072946	5734081023	11000	431	5840	65700	47.77
78065301	08/30/2023	A00283264	Frontier California Inc.	I0072947	5703080723	11000	431	5840	65700	152.74
78065302	08/30/2023	A00201549	Harper Collins Publishers	I0073018	81242022	31000	423	4110	69100	233.61
						31000	423	5940	69100	25.99
78065303	08/30/2023	A00200655	Henry Schein, Inc.	I0072974	46093763	11000	205	4311	12042	3,325.83
						11000	205	4311	12042	99.18
78065304	08/30/2023	A00201122	Home Depot Credit Services	I0072951	3406081323	11000	431	4310	69610	2,030.68
				I0072952	340608/13/23	11000	357	6412	69700	344.24
				I0073029	340608-13-23	11000	431	6120	65500	1,512.78
						11000	431	4310	69400	609.66
						11000	435	4310	65192	41.65
78065305	08/30/2023	A00332317	Hopkins Fulfillment Services	I0073021	03763576	31000	423	4110	69100	1,980.00
78065306	08/30/2023	A00332342	Hudl	I0072948	H00018715	11000	352	5632	69610	7,844.79
78065307	08/30/2023	A00202073	Human Kinetics	I0072973	45693536	31000	423	4115	69100	16,512.00
						31000	423	5940	69100	591.28
78065308	08/30/2023	A00242940	ICM Distributing Company, In	I0072983	1777558	31000	423	4310	69100	105.60
						31000	423	5940	69100	32.35
78065309	08/30/2023	A00244581	Independent Fire and Safety,	I0072933	61773	33428	310	5632	69200	56.82
						33528	310	5632	69200	56.82
						33588	310	5632	69200	113.63
				I0072934	61733	33428	310	5632	69200	32.87
						33528	310	5632	69200	32.87
78065309	08/30/2023	A00244581	Independent Fire and Safety,	I0072934	61733	33588	310	5632	69200	65.76
78065310	08/30/2023	A00200680	J & L Locksmithing	I0072987	017732	11000	431	5631	65100	58.46
78065311	08/30/2023	A00200693	John Wiley & Sons, Inc.	I0072932	6690528	31000	423	4110	69100	3,675.00
						31000	423	5940	69100	241.79
				I0072961	6681148	31000	423	4110	69100	280.00
						31000	423	5940	69100	39.18
78065312	08/30/2023	A00200712	Kern County Supt. of Schools	I0072967	400068	11000	421	5911	67200	645.00
78065313	08/30/2023	A00310598	Li, Xiaohong	I0072930	081023	11000	113	5710	67801	440.61
78065314	08/30/2023	A00325895	Linde Gas & Equipment Inc.	I0073025	37225806	11000	205	5641	12042	872.87
				I0073026	37124029	12652	205	4311	12042	344.48
78065315	08/30/2023	A00259082	Lozano Smith, LLP	I0072931	08182023	11000	110	5430	66003	20,000.00
78065316	08/30/2023	A00300405	Markovits, Aaron	I0073028	07/16/23	12433	314	5710	69800	926.70
78065317	08/30/2023	A00227772	MBS Textbook Exchange, Inc.	I0072962	47-5309285	31000	423	4115	69100	492.00
78065317	08/30/2023	A00227772	MBS Textbook Exchange, Inc.	I0072962	47-5309285	31000	423	5940	69100	71.33
				I0072982	47-5309553	31000	423	4110	69100	100.00
						31000	423	5940	69100	20.75
				I0072996	47-5312477	31000	423	4110	69100	680.90
						31000	423	5940	69100	241.11
78065318	08/30/2023	A00200498	Office Depot	I0072964	311665820001	12643	223	4310	60103	32.91

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

			I0072965	311687904001	12643	223	4310	60103	23.54
			I0072966	319197605001	11000	401	4310	67200	429.09
			I0072970	320327147001	11000	205	4310	12042	320.78
			I0072971	322036651001	11000	205	4310	12042	533.09
78065319	08/30/2023	A00200508P. G. & E.	I0073030	08/10/23	11000	435	5830	65191	356.56
					11000	435	5820	65191	5.16
78065320	08/30/2023	A00200517Peace Lutheran Church	I0073016	070223	11000	205	5611	12042	6,000.00
78065321	08/30/2023	A00200518Pearson Education	I0072978	22184218	31000	423	4110	69100	1,424.81
					31000	423	5940	69100	64.21
78065321	08/30/2023	A00200518Pearson Education	I0072995	22184196	31000	423	4110	69100	699.96
					31000	423	5940	69100	73.23
			I0073006	22215238	31000	423	4110	69100	10,519.05
					31000	423	5940	69100	0.01
78065322	08/30/2023	A00200521Pens Etc.	I0072963	490936-0	31000	423	4310	69100	344.38
			I0073023	491217-0	31000	423	4310	69100	488.48
78065323	08/30/2023	A00200522Pepsi-Cola Company	I0073000	38549303	32000	422	4410	69400	732.69
78065324	08/30/2023	A00317424Quadient Finance USA, Inc.	I0072943	1244073023	11000	423	5950	69100	5,000.00
78065325	08/30/2023	A00200396Spurr	I0073027	130913	11000	431	5820	65700	2,086.10
					35827	357	5820	69700	154.72
					33428	310	5820	69200	38.69
					11000	310	5820	69200	38.69
					33588	310	5820	69200	77.38
78065326	08/30/2023	A00335214Stukent, Inc	I0072989	17970	31000	423	4110	69100	5,354.15
78065327	08/30/2023	A00286277Synapse Technologies, Inc.	I0072979	1861	12913	113	5641	66002	1,500.00
78065328	08/30/2023	A00200417Sysco Food Service of Ventur	I0072935	379260764	33429	310	4411	69250	550.44
			I0072936	379274433	33429	310	4410	69250	1,913.47
78065328	08/30/2023	A00200417Sysco Food Service of Ventur	I0073003	379274431	32000	422	4410	69400	4,493.76
					32000	422	4411	69400	630.34
					32000	422	4411	69400	613.53
78065329	08/30/2023	A00319064T-Mobile USA Inc.	I0073031	091323	11000	431	5840	65100	108.44
78065330	08/30/2023	A00200423Taft City School District	I0072994	24-1	11000	432	5632	67703	20.50
					11000	432	4312	67703	84.42
78065331	08/30/2023	A00200862Taft College Bookstore	I0072988	5058	12551	353	4310	64600	138.48
78065332	08/30/2023	A00252942TC Federal Financial Aid Cle	I0072938	082423	11000	353	7130	64600	1,133.00
78065333	08/30/2023	A00200282True Value Home Center	I0072998	472292	11000	431	4310	65100	657.72
					35819	357	4310	69700	24.41
			I0073005	472234	11000	431	4310	65500	60.60
					11000	431	4310	65100	17.31
					11000	431	4310	69800	81.47
					35819	357	4310	69700	24.16
					11000	431	4310	69610	35.16
78065334	08/30/2023	A00200284U.S. Foods	I0072937	5834177	33429	310	4410	69250	2,569.53
			I0073002	3129333	32000	422	4411	69400	1,656.30
78065335	08/30/2023	A00200293United Parcel Service	I0072945	0000969726313.	31000	423	5940	67705	1,493.94
78065336	08/30/2023	A00000456Uribe Berumen, Jose	I0073012	JUL. 23	11000	435	5633	65191	120.00
			I0073013	JUL '23	11000	435	5633	65192	300.00
78065337	08/30/2023	A00200827W.W. Norton & Company Inc.	I0072957	1563490	31000	423	4115	69100	2,268.00
					31000	423	5940	69100	76.20
			I0073017	1572379	31000	423	4110	69100	288.00
					31000	423	5940	69100	19.65
78065338	08/30/2023	A00337143Watts Process Machinery	I0072993	W2377	12643	223	4311	09565	544.67

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065339	08/30/2023	A00337052West Academic	I0072981	718736	31000	423	4115	69100	684.00
78065340	08/30/2023	A00294733West Kern Adult Education Ne	I0072929	07312023-A	12603	125	7410	73100	83,257.00
			I0072944	06302023-A	12603	125	7410	73100	76,933.00
			I0073011	08312023-A	12603	125	7410	73100	83,256.00
78065341	08/30/2023	A00200355West Kern Water District	I0072940	081023	39000	314	5810	64991	12.45
78065342	08/30/2023	A00200355West Kern Water District	I0072954	08/10/23	11000	431	5810	65700	4,533.45
					39000	314	5810	64991	835.68
					12433	314	5810	69800	92.86
78065343	08/30/2023	A00200355West Kern Water District	I0072955	081723	11000	435	5810	65191	50.70
78065344	08/30/2023	A00200360Westec	I0072939	28641	11450	204	5641	09543	35,857.50
78065345	08/30/2023	A00329149WEX Bank	I0072949	91352291	11000	432	4316	67703	394.94
78065346	08/30/2023	A00319010XanEdu Publishing, Inc.	I0073015	17247-072123	31000	423	4110	69100	1,552.00
78065347	08/30/2023	A00331986Almanza Gomez, Jennifer C.	S0058241		11000		9526		298.00
78065348	08/30/2023	A00336086Bae, Hogeun	S0058263		11000		9526		150.00
78065349	08/30/2023	A00329938Beaver, Charles A.	S0058242		11000		9526		298.00
78065350	08/30/2023	A00200869Bedolla, Vicky	S0058259		11000		9526		184.00
78065351	08/30/2023	A00237286Bejil, Monica J.	S0058260		11000		9526		184.00
78065352	08/30/2023	A00333622Black, Audrey R.	S0058225		11000		9526		370.00
78065353	08/30/2023	A00326224Bryant, Samantha N.	S0058266		11000		9526		138.00
78065354	08/30/2023	A00321795Butler, Quentin L.	S0058272		11000		9526		60.00
78065355	08/30/2023	A00248978Campos, Celia P.	S0058274		11000		9526		46.00
78065356	08/30/2023	A00330037Cash, Elisebeth J.	S0058267		11000		9526		138.00
78065357	08/30/2023	A00328742Cibrian, Priscila G.	S0058228		11000		9526		300.00
78065358	08/30/2023	A00321019Criss, Katelyn R.	S0058229		11000		9526		300.00
78065359	08/30/2023	A00317787Dodson, Drake W.	S0058256		11000		9526		210.00
78065360	08/30/2023	A00224788Duncan, Ashlei D.	S0058275		11000		9526		46.00
78065361	08/30/2023	A00275001Emerson, Jackson	S0058253		11000		9526		232.00
78065362	08/30/2023	A00317158Evangelista, Amanda K.	S0058277		11000		9526		2.00
78065363	08/30/2023	A00209593Fletcher, Brent	S0058278		11000		9526		2.00
78065364	08/30/2023	A00323826Flores, Metztl F.	S0058230		11000		9526		300.00
78065365	08/30/2023	A00280972Fonseca, Sylvia	S0058227		11000		9526		324.00
78065366	08/30/2023	A00328503Garcia Flores, Hernan	S0058231		11000		9526		300.00
78065367	08/30/2023	A00334283Garcia Hernandez, Jesus	S0058243		11000		9526		298.00
78065368	08/30/2023	A00336271Gill, Gurjot S.	S0058222		11000		9526		722.00
78065369	08/30/2023	A00333201Gonzalez, Rut	S0058245		11000		9526		298.00
78065370	08/30/2023	A00328720Gonzalez Ramirez, Ashley A.	S0058244		11000		9526		298.00
78065371	08/30/2023	A00334229Hacker, Rebekah S.	S0058246		11000		9526		298.00
78065372	08/30/2023	A00326740Hallum, Faith A.	S0058268		11000		9526		138.00
78065373	08/30/2023	A00319587Hernandez, Lauren A.	S0058279		11000		9526		2.00
78065374	08/30/2023	A00272458Hinojosa, Fernando A.	S0058269		11000		9526		138.00
78065375	08/30/2023	A00289167Jacobs, Adam C.	S0058255		11000		9526		230.00
78065376	08/30/2023	A00323761Jorgensen, Jett A.	S0058247		11000		9526		298.00
78065377	08/30/2023	A00295166Juarez, Nicholas B.	S0058270		11000		9526		138.00
78065378	08/30/2023	A00335471Kinnaird, Emilee E.	S0058248		11000		9526		298.00
78065379	08/30/2023	A00332871Kinnick, Zachary D.	S0058261		11000		9526		184.00
78065380	08/30/2023	A00318852Kresha, Alexis S.	S0058276		11000		9526		46.00
78065381	08/30/2023	A00321022Krier, Gabrielle E.	S0058232		11000		9526		300.00
78065382	08/30/2023	A00335672Landwehr, Matthew P.	S0058280		11000		9526		2.00
78065383	08/30/2023	A00320910Lazaro, Cameron S.	S0058258		11000		9526		196.00
78065384	08/30/2023	A00271070Leos, Fernando M.	S0058264		11000		9526		140.00
78065385	08/30/2023	A00266491Luben, Maribel	S0058273		11000		9526		48.00

Taft College Check Register Report

01-August -23 through 31- August-23

FY 23-24

78065386	08/30/2023	A00274211Magana, Maria J.	S0058271	11000	9526	138.00
78065387	08/30/2023	A00336917Martinez, Emilio	S0058262	11000	9526	152.00
78065388	08/30/2023	A00302732Martinez, Maria G.	S0058281	11000	9526	2.00
78065389	08/30/2023	A00323200Martinez, Orlando	S0058290	11000	9526	552.00
78065390	08/30/2023	A00311592Martinez, Yuriana L.	S0058289	11000	9526	1.00
78065391	08/30/2023	A00327188Miller, Logan J.	S0058282	11000	9526	2.00
78065392	08/30/2023	A00334219Moseley, Wyatt C.	S0058233	11000	9526	300.00
78065393	08/30/2023	A00323205Murphy, Emma R.	S0058224	11000	9526	416.00
78065394	08/30/2023	A00242843Murphy, Kimberly G.	S0058283	11000	9526	2.00
78065395	08/30/2023	A00323708Nicolas Gonzalez, Lorena	S0058221	11000	9526	1,300.00
78065396	08/30/2023	A00283765Norberg, Sarah J.	S0058284	11000	9526	2.00
78065397	08/30/2023	A00206044Owens, Warren R.	S0058285	11000	9526	2.00
78065398	08/30/2023	A00328681Pablo, Nidia	S0058249	11000	9526	298.00
78065399	08/30/2023	A00328602Palacios Ramirez, Wendy I.	S0058252	11000	9526	296.00
78065400	08/30/2023	A00320760Pence, Nadalie I.	S0058234	11000	9526	300.00
78065401	08/30/2023	A00330125Perez, Ricardo J.	S0058235	11000	9526	300.00
78065402	08/30/2023	A00059755Plotner, Dakota	S0058223	11000	9526	460.00
78065403	08/30/2023	A00324859Ramirez, Carla	S0058236	11000	9526	300.00
78065404	08/30/2023	A00335898Ramirez, Elijah	S0058254	11000	9526	232.00
78065405	08/30/2023	A00331814Reyes, Rebecca	S0058286	11000	9526	2.00
78065406	08/30/2023	A00323403Rivera Jaime, Fatima	S0058237	11000	9526	300.00
78065407	08/30/2023	A00328722Robison, Alyssa L.	S0058250	11000	9526	298.00
78065408	08/30/2023	A00327327Saldana, Maria Y.	S0058220	11000	9526	598.00
78065409	08/30/2023	A00337216Salkin, Stephanie A.	S0058265	11000	9526	140.00
78065410	08/30/2023	A00336236Sanchez, Lizette	S0058226	11000	9526	370.00
78065411	08/30/2023	A00328723Silva Garcia, Felipe	S0058238	11000	9526	300.00
78065412	08/30/2023	A00081679Simmons, Destiny O.	S0058287	11000	9526	2.00
78065413	08/30/2023	A00323606Speaks, Mason	S0058239	11000	9526	300.00
78065414	08/30/2023	A00333372Vasquez, Jose D.	S0058251	11000	9526	298.00
78065415	08/30/2023	A00254759Vidal, Maryjane B.	S0058288	11000	9526	2.00
78065416	08/30/2023	A00328505Woodruff, Laurel A.	S0058257	11000	9526	200.00
78065417	08/30/2023	A00319786Yingst, Nicholas N.	S0058240	11000	9526	300.00

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
AOMEGA	08/22/2023	A00102251	Adriano, Christi Lynn.	P0062341	08/17/2023	08/17/2023				\$97.00
		A00200498	Office Depot	P0062370	08/21/2023	08/21/2023				\$1,042.41
		A00201875	Amazon Capital Services	P0062371	08/21/2023	08/21/2023				\$337.32
				P0062379	08/21/2023	08/21/2023				\$30.82
	08/30/2023	A00200655	Henry Schein, Inc.	P0062454	08/30/2023	08/30/2023				\$20,054.24

							TOTAL USER			\$21,561.79
BYOUNG	08/01/2023	A00200119	C.A. Reding Company, Inc.	P0062198	07/31/2023	07/31/2023				\$500.00
	08/02/2023	A00200200	Computerland of Silicon Vall	P0061976	07/13/2023	07/13/2023				\$8,698.00
	08/08/2023	A00200116	Burt Electric & Communicatio	P0062245	08/03/2023	08/03/2023				\$96,000.00
	08/09/2023	A00331655	Dell Marketing LP	P0062278	08/09/2023	08/09/2023				\$4,804.98
	08/18/2023	A00331655	Dell Marketing LP	P0062348	08/18/2023	08/18/2023				\$5,148.62
	08/22/2023	A00200200	Computerland of Silicon Vall	P0062342	08/17/2023	08/17/2023				\$39,533.15
	08/23/2023	A00201875	Amazon Capital Services	P0062402	08/23/2023	08/23/2023				\$1,000.00
		A00200721	Kiwanis Club of Taft	P0062380	08/21/2023	08/21/2023				\$500.00
		A00200200	Computerland of Silicon Vall	P0062410	08/23/2023	08/23/2023				\$8,698.00
	08/24/2023	A00255644	U.S. Bank Equipment Finance	P0062362	08/18/2023	08/18/2023				\$2,286.67

							TOTAL USER			\$167,169.42
DDURAN	08/16/2023	A00015850	Berry, Wendy Jade.	P0062311	08/15/2023	08/15/2023				\$1,000.00
		A00200862	Taft College Bookstore	P0062315	08/15/2023	08/15/2023				\$481.95
				P0062325	08/16/2023	08/16/2023				\$37.89
		A00200146	Carolina Biological Supply C	P0062297	08/14/2023	08/14/2023				\$2,000.00
		A00200323	Flinn Scientific, Inc.	P0062299	08/14/2023	08/14/2023				\$6,500.00
		A00200645	Hardy Diagnostics	P0062298	08/14/2023	08/14/2023				\$10,000.00
		A00202272	VWR International	P0062300	08/14/2023	08/14/2023				\$6,500.00
	08/17/2023	A00200498	Office Depot	P0062331	08/16/2023	08/16/2023				\$80.12
		A00200862	Taft College Bookstore	P0062326	08/16/2023	08/16/2023				\$240.32
		A00200146	Carolina Biological Supply C	P0062339	08/17/2023	08/17/2023				\$1,000.00
		A00232538	Ward's Natural Science	P0062338	08/17/2023	08/17/2023				\$500.00
		A00262851	Lytle, Steve	P0062340	08/17/2023	08/17/2023				\$500.00
	08/18/2023	A00200721	Kiwanis Club of Taft	P0062361	08/18/2023	08/18/2023				\$98.00
	08/22/2023	A00250001	Blake, Paul Anderson.	P0062368	08/21/2023	08/21/2023				\$200.00
		A00337165	Lopez, Jaime	P0062369	08/21/2023	08/21/2023				\$655.00
		A00200498	Office Depot	P0062376	08/21/2023	08/21/2023				\$114.62
			P0062381	08/22/2023	08/22/2023				\$76.75	
A00234659		Cahoon, Nathan Earl.	P0062374	08/21/2023	08/21/2023				\$61.20	
	A00200832	Taft College Foundation	P0062360	08/18/2023	08/18/2023				\$2,000.00	

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
		A00200862	Taft College Bookstore	P0062387	08/22/2023	08/22/2023				\$70.89
	08/23/2023	A00315810	Barber & Gonzales LLC	P0062392	08/22/2023	08/22/2023				\$3,486.68
	08/24/2023	A00200862	Taft College Bookstore	P0062395	08/22/2023	08/22/2023				\$583.13
		A00200498	Office Depot	P0062400	08/23/2023	08/23/2023				\$60.67
				P0062401	08/23/2023	08/23/2023				\$89.97

							TOTAL USER			\$36,337.19
DMONTOYA	08/28/2023	A00271247	Mendenhall, Janis Lee.	P0062388	08/22/2023	08/22/2023				\$2,332.90

							TOTAL USER			\$2,332.90
DNAVARRO	08/02/2023	A00200161	CDW-G	P0062164	07/26/2023	07/26/2023				\$344.05
		A00200498	Office Depot	P0062177	07/26/2023	07/26/2023				\$111.84
	08/03/2023	A00331577	Electric Embroidery Company	P0062237	08/03/2023	08/03/2023				\$120.00
		A00200862	Taft College Bookstore	P0062234	08/03/2023	08/03/2023				\$415.43
				P0062232	08/03/2023	08/03/2023				\$267.52
	08/07/2023	A00331655	Dell Marketing LP	P0062124	07/24/2023	07/24/2023				\$1,778.00
	08/08/2023	A00330194	CRLA	P0062242	08/03/2023	08/03/2023				\$70.00
		A00200862	Taft College Bookstore	P0062257	08/07/2023	08/07/2023				\$68.18
	08/22/2023	A00200498	Office Depot	P0062357	08/18/2023	08/18/2023				\$62.42
	08/24/2023	A00200862	Taft College Bookstore	P0062322	08/16/2023	08/16/2023				\$25.75
		A00200498	Office Depot	P0062390	08/22/2023	08/22/2023				\$524.93
				P0062393	08/22/2023	08/22/2023				\$377.72
	08/29/2023	A00277399	Sundgren, Lori Anne.	P0062442	08/29/2023	08/29/2023				\$2,098.88
		A00330194	CRLA	P0062441	08/29/2023	08/29/2023				\$570.00

							TOTAL USER			\$6,834.72
DRIOS	08/02/2023	A00306957	Bokelman, Tristan Chance.	P0062208	08/01/2023	08/01/2023				\$25.00
	08/03/2023	A00201875	Amazon Capital Services	P0062226	08/02/2023	08/02/2023				\$550.00
	08/07/2023	A00201875	Amazon Capital Services	P0062250	08/04/2023	08/04/2023				\$140.00
				P0062251	08/04/2023	08/04/2023				\$600.00
	08/15/2023	A00200426	Taft College Cafeteria	P0062288	08/10/2023	08/10/2023				\$2,000.00
		A00201120	Rite Away Carpet Cleaning	P0062285	08/10/2023	08/10/2023				\$220.00
		A00200426	Taft College Cafeteria	P0062289	08/10/2023	08/10/2023				\$700.00
	08/24/2023	A00200832	Taft College Foundation	P0062335	08/17/2023	08/17/2023				\$1,000.00
		A00201875	Amazon Capital Services	P0062295	08/14/2023	08/14/2023				\$140.00
		A00300405	Markovits, Aaron	P0062364	08/18/2023	08/18/2023				\$926.70
	08/25/2023	A00200487	Sierra School Equipment Co.	P0062328	08/16/2023	08/16/2023				\$5,715.60

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
	08/30/2023	A00200161	CDW-G	P0062464	08/30/2023	08/30/2023				\$723.29
							TOTAL USER			\$12,740.59
DVOHNOUT	08/03/2023	A00331655	Dell Marketing LP	P0062238	08/03/2023	08/03/2023				\$1,360.94
	08/08/2023	A00307058	Minor, Leslie B.	P0062243	08/03/2023	08/03/2023				\$1,000.00
		A00200498	Office Depot	P0062235	08/03/2023	08/03/2023				\$133.48
		A00307058	Minor, Leslie B.	P0062233	08/03/2023	08/03/2023				\$478.00
		A00337165	Lopez, Jaime	P0062254	08/07/2023	08/07/2023				\$365.43
	08/11/2023	A00201875	Amazon Capital Services	P0062279	08/09/2023	08/09/2023				\$6,495.00
		A00337348	California Coalition of Earl	P0062283	08/10/2023	08/10/2023				\$600.00
	08/16/2023	A00200458	Roth, Rebecca E.	P0062313	08/15/2023	08/15/2023				\$103.24
		A00200498	Office Depot	P0062314	08/15/2023	08/15/2023				\$114.41
				P0062301	08/14/2023	08/14/2023				\$164.46
	08/17/2023	A00202770	Townsend, Terry D.	P0062334	08/17/2023	08/17/2023				\$6,000.00
	08/24/2023	A00200153	CCCCIO	P0062404	08/23/2023	08/23/2023				\$400.00
				P0062406	08/23/2023	08/23/2023				\$950.00
		A00200673	IBM	P0062407	08/23/2023	08/23/2023				\$13,951.50
	08/25/2023	A00200161	CDW-G	P0062405	08/23/2023	08/23/2023				\$567.20
	08/29/2023	A00200065	B & H Photo-Video, Inc.	P0062449	08/29/2023	08/29/2023				\$19,163.52
							TOTAL USER			\$51,847.18
HCASH	08/17/2023	A00279164	Instructure, Inc.	P0062343	07/25/2023	07/25/2023				\$2,280.24
							TOTAL USER			\$2,280.24
JEDMAISTON	08/03/2023	A00293918	A&B Athletics	P0062236	08/03/2023	08/03/2023				\$418.93
	08/08/2023	A00325532	Executive Express Lines Inc.	P0062228	08/02/2023	08/02/2023				\$35,000.00
		A00306660	Advanced Data Storage, Inc.	P0062227	08/02/2023	08/02/2023				\$350.00
	08/09/2023	A00275443	WestAir Gases & Equipment In	P0062265	08/08/2023	08/08/2023				\$576.00
	08/15/2023	A00332342	Hudl	P0062267	08/08/2023	08/08/2023				\$7,844.79
		A00332784	Golf Team Products	P0062239	08/03/2023	08/03/2023				\$552.08
	08/24/2023	A00326991	Big 8 Conference	P0062345	08/17/2023	08/17/2023				\$450.00
		A00200198	Community College League of	P0062415	08/24/2023	08/24/2023				\$11,185.00
	08/25/2023	A00200167	Central Valley Conference	P0062330	08/16/2023	08/16/2023				\$3,620.00
	08/28/2023	A00200076	Bandy, Ingrun K.	P0062431	08/28/2023	08/28/2023				\$160.00
		A00200618	Gardener's Supply	P0062426	08/28/2023	08/28/2023				\$7,666.62

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
	08/29/2023	A00311532	Sway Medical	P0062444	08/29/2023	08/29/2023				\$123.69
		A00200167	Central Valley Conference	P0062422	08/25/2023	08/25/2023				\$4,826.00
				P0062423	08/25/2023	08/25/2023				\$4,439.00

							TOTAL USER			\$77,212.11
JMADDING	08/02/2023	A00200282	True Value Home Center	P0062207	08/01/2023	08/01/2023				\$195.55
		A00200715	Kern Electric Distributors	P0062206	08/01/2023	08/01/2023				\$111.52
	08/03/2023	A00200017	A.P.I. Plumbing	P0062203	08/01/2023	08/01/2023				\$81,628.00
	08/10/2023	A00200109	Brown & Reich Petroleum, Inc	P0062031	07/18/2023	07/18/2023				\$82.42
		A00200309	United Refrigeration, Inc.	P0062054	07/18/2023	07/18/2023				\$50.00
		A00200355	West Kern Water District	P0062036	07/18/2023	07/18/2023				\$244.50
		A00200423	Taft City School District	P0062038	07/18/2023	07/18/2023				\$22.00
		A00200487	Sierra School Equipment Co.	P0062248	08/03/2023	08/03/2023				\$461.15
		A00200508	P. G. & E.	P0062063	07/19/2023	07/19/2023				\$82.76
				P0062068	07/19/2023	07/19/2023				\$9,000.00
		A00201122	Home Depot Credit Services	P0062007	07/17/2023	07/17/2023				\$2,460.68
		A00318053	Technical Safety Services, L	P0062058	07/19/2023	07/19/2023				\$1,710.00
		A00200107	Charter Communications	P0062091	07/20/2023	07/20/2023				\$1,800.00
		A00200181	City of Taft	P0062097	07/20/2023	07/20/2023				\$12,000.00
		A00200282	True Value Home Center	P0062216	08/02/2023	08/02/2023				\$31.89
				P0062244	08/03/2023	08/03/2023				\$230.94
		A00200355	West Kern Water District	P0062179	07/26/2023	07/26/2023				\$600.00
		A00200423	Taft City School District	P0062178	07/26/2023	07/26/2023				\$104.92
		A00200680	J & L Locksmithing	P0062158	07/26/2023	07/26/2023				\$58.46
		A00201122	Home Depot Credit Services	P0062112	07/24/2023	07/24/2023				\$2,022.61
		A00202335	Fastenal Industrial & Constr	P0062102	07/20/2023	07/20/2023				\$380.95
		A00202379	San Joaquin Fence & Supply	P0062132	07/25/2023	07/25/2023				\$5,345.00
		A00224086	NICE	P0062099	07/20/2023	07/20/2023				\$20,000.00
		A00244581	Independent Fire and Safety,	P0062175	07/26/2023	07/26/2023				\$1,199.30
				P0062247	08/03/2023	08/03/2023				\$4,701.50
		A00309285	The Home Depot Pro	P0062154	07/25/2023	07/25/2023				\$41.65
		A00334819	Brady Industries	P0062246	08/03/2023	08/03/2023				\$255.00
		A00200054	Applied Technology Group, In	P0062197	07/31/2023	07/31/2023				\$4,968.90
				P0062199	08/01/2023	08/01/2023				\$7,592.08
		A00200355	West Kern Water District	P0062064	07/19/2023	07/19/2023				\$390.99
		A00200487	Sierra School Equipment Co.	P0062211	08/01/2023	08/01/2023				\$21,467.55
		A00200508	P. G. & E.	P0062062	07/19/2023	07/19/2023				\$882.00
		A00201875	Amazon Capital Services	P0062184	07/26/2023	07/26/2023				\$143.35
		A00318053	Technical Safety Services, L	P0062205	08/01/2023	08/01/2023				\$1,710.00
	08/14/2023	A00200093	Black/Hall Construction	P0062113	07/24/2023	07/24/2023				\$461,188.33

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
	08/15/2023	A00200017	A.P.I. Plumbing	P0062296	08/14/2023	08/14/2023	\$995.90			
		A00200282	True Value Home Center	P0062171	07/26/2023	07/26/2023	\$218.72			
		A00200352	Waxie Sanitary Supply	P0062293	08/14/2023	08/14/2023	\$880.84			
		A00318053	Technical Safety Services, L	P0062291	08/14/2023	08/14/2023	\$3,090.00			
		A00200282	True Value Home Center	P0062183	07/26/2023	07/26/2023	\$682.13			
		A00200355	West Kern Water District	P0062095	07/20/2023	07/20/2023	\$29,250.00			
		A00200508	P. G. & E.	P0062066	07/19/2023	07/19/2023	\$365,500.00			
	08/21/2023	A00200023	Abate-A-Weed	P0062309	08/15/2023	08/15/2023	\$1,830.00			
		A00200423	Taft City School District	P0062320	08/16/2023	08/16/2023	\$932.66			
		A00203579	Alcorn Aire, Inc.	P0062317	08/16/2023	08/16/2023	\$2,285.00			
		A00228756	Country Auto & Truck Taft	P0062321	08/16/2023	08/16/2023	\$1.61			
		A00200017	A.P.I. Plumbing	P0062324	08/16/2023	08/16/2023	\$656.54			
		A00201122	Home Depot Credit Services	P0062346	08/18/2023	08/18/2023	\$596.77			
		A00202335	Fastenal Industrial & Constr	P0062349	08/18/2023	08/18/2023	\$445.56			
		A00337763	HD SUPPLY, INC	P0062333	08/17/2023	08/17/2023	\$2,606.12			
		A00203579	Alcorn Aire, Inc.	P0062307	08/15/2023	08/15/2023	\$10,475.00			
		A00309285	The Home Depot Pro	P0062292	08/14/2023	08/14/2023	\$609.66			
		A00327844	Baker Supplies and Repairs	P0062308	08/15/2023	08/15/2023	\$517.99			
	08/24/2023	A00200282	True Value Home Center	P0062323	08/16/2023	08/16/2023	\$27.57			
		A00200715	Kern Electric Distributors	P0062316	08/16/2023	08/16/2023	\$76.99			
		A00200066	Bacsco	P0062327	08/16/2023	08/16/2023	\$643.50			
		A00200282	True Value Home Center	P0062294	08/14/2023	08/14/2023	\$319.95			
		A00200396	Spurr	P0062160	07/26/2023	07/26/2023	\$2,395.58			
	08/25/2023	A00200396	Spurr	P0062098	07/20/2023	07/20/2023	\$106,000.00			
	08/28/2023	A00200423	Taft City School District	P0062396	08/23/2023	08/23/2023	\$1,642.35			
		A00200017	A.P.I. Plumbing	P0062353	08/18/2023	08/18/2023	\$8,346.07			
		A00200112	BSK & Associates, Inc.	P0062355	08/18/2023	08/18/2023	\$709.00			
		A00200282	True Value Home Center	P0062354	08/18/2023	08/18/2023	\$319.98			
		A00201122	Home Depot Credit Services	P0062356	08/18/2023	08/18/2023	\$811.88			
				P0062408	08/23/2023	08/23/2023	\$2,164.09			
		A00284319	Fertile Earth Nursery and Ga	P0062359	08/18/2023	08/18/2023	\$233.17			
		A00200282	True Value Home Center	P0062417	08/24/2023	08/24/2023	\$248.69			
	08/29/2023	A00200508	P. G. & E.	P0062397	08/23/2023	08/23/2023	\$2,160.00			
		A00200862	Taft College Bookstore	P0062351	08/18/2023	08/18/2023	\$927.50			
		A00200017	A.P.I. Plumbing	P0062443	08/29/2023	08/29/2023	\$23.82			

							TOTAL USER			\$1,191,788.64
JROTHGEB	08/03/2023	A00202041	Fresno Oxygen	P0062231	08/03/2023	08/03/2023	\$25.78			
		A00209980	County of Kern	P0061890	07/11/2023	07/11/2023	\$189.00			
	08/08/2023	A00200862	Taft College Bookstore	P0062252	08/07/2023	08/07/2023	\$3,344.43			

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
		A00202041	Fresno Oxygen	P0062253	08/07/2023	08/07/2023	\$2,783.60			
				P0062259	08/07/2023	08/07/2023	\$103.71			
				P0062260	08/07/2023	08/07/2023	\$187.27			
	08/16/2023	A00200498	Office Depot	P0062318	08/16/2023	08/16/2023	\$318.23			
	08/17/2023	A00210209	ULINE	P0062304	08/14/2023	08/14/2023	\$336.04			
	08/24/2023	A00200053	Apple Computer Inc.	P0062418	08/24/2023	08/24/2023	\$3,662.35			
		A00200483	Seven Oaks Country Club	P0062419	08/24/2023	08/24/2023	\$5,196.00			
		A00200282	True Value Home Center	P0062358	08/18/2023	08/18/2023	\$47.60			
		A00200016	4Imprint	P0062302	08/14/2023	08/14/2023	\$7,162.36			
		A00200132	Campus Marketing Specialists	P0062303	08/14/2023	08/14/2023	\$7,847.21			
		A00285829	Paradise Balloon Designs	P0062416	08/24/2023	08/24/2023	\$1,607.51			
		A00328222	International E-Z UP, Inc.	P0062398	08/23/2023	08/23/2023	\$2,433.85			
		A00200498	Office Depot	P0062394	08/22/2023	08/22/2023	\$143.62			
		A00337839	Post Up Stand	P0062383	08/22/2023	08/22/2023	\$512.12			
	08/25/2023	A00200064	B & B Surplus	P0062421	08/25/2023	08/25/2023	\$594.50			
	08/28/2023	A00200064	B & B Surplus	P0062433	08/28/2023	08/28/2023	\$1,820.11			
		A00202041	Fresno Oxygen	P0062427	08/28/2023	08/28/2023	\$1,016.52			
		A00256927	Richards, Kristi N.	P0062435	08/28/2023	08/28/2023	\$27.51			

							TOTAL USER	\$39,359.32		
KSTEARMAN	08/03/2023	A00018310	Reynolds, David S.	P0062204	08/01/2023	08/01/2023	\$6,750.00			
	08/08/2023	A00200518	Pearson Education	P0062218	08/02/2023	08/02/2023	\$5,300.00			
		A00304876	Ingram Book Group LLC	P0062217	08/02/2023	08/02/2023	\$1,525.00			
		A00324299	Ace Uniforms LLC	P0062256	08/07/2023	08/07/2023	\$1,000.00			
		A00327810	Minuteman Press	P0062255	08/07/2023	08/07/2023	\$2,125.00			
	08/10/2023	A00200298	Elsevier Health Science	P0062264	08/08/2023	08/08/2023	\$5,943.72			
	08/22/2023	A00200518	Pearson Education	P0062367	08/21/2023	08/21/2023	\$5,000.00			
	08/24/2023	A00200139	Card Integrators	P0062411	08/23/2023	08/23/2023	\$1,706.38			
		A00238748	RR Donnelley	P0062382	08/22/2023	08/22/2023	\$3,747.50			
	08/31/2023	A00286901	WinCraft, Incorporated	P0062469	08/31/2023	08/31/2023	\$6,300.00			

							TOTAL USER	\$39,397.60		
LWHITE	08/02/2023	A00202445	AT&T Mobility	P0062017	07/17/2023	07/18/2023	\$1,500.00			
	08/03/2023	A00200862	Taft College Bookstore	P0062214	08/02/2023	08/03/2023	\$14.06			
	08/25/2023	A00200862	Taft College Bookstore	P0062347	08/18/2023	08/18/2023	\$2,573.78			

							TOTAL USER	\$4,087.84		

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

FY 23-24

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
MBLANCO	08/01/2023	A00337328	Oputa & Associates	P0062156	07/25/2023	07/25/2023			\$27,500.00
	08/02/2023	A00333907	Estes, Alyssa Lynn.	P0062215	08/02/2023	08/02/2023			\$2,710.00
			A00200161	CDW-G	P0062220	08/02/2023	08/02/2023		\$6,442.96
			A00201875	Amazon Capital Services	P0062219	08/02/2023	08/02/2023		\$3,247.50
			A00284634	Abbott, Amar Isa.	P0062210	08/01/2023	08/01/2023		\$609.00
			A00324134	Bell, Damon	P0062209	08/01/2023	08/01/2023		\$609.00
			A00200093	Black/Hall Construction	P0062225	08/02/2023	08/02/2023		\$4,051.00
			A00332921	Ferrilli	P0062221	08/02/2023	08/02/2023		\$2,827.50
					P0062229	08/02/2023	08/02/2023		\$1,852.50
	08/07/2023	A00072113	Chavira, Carlos P.	P0062224	08/02/2023	08/02/2023			\$3,650.00
		A00328288	Cal Pro Specialties	P0062222	08/02/2023	08/02/2023			\$6,766.88
				P0062223	08/02/2023	08/02/2023			\$1,817.25
			A00324134	Bell, Damon	P0062261	08/07/2023	08/07/2023		\$492.00
	08/08/2023	A00200407	Student Insurance	P0062241	08/03/2023	08/03/2023			\$56,669.00
		A00310598	Li, Xiaohong	P0062262	08/07/2023	08/07/2023			\$1,362.75
	08/09/2023	A00200400	Stinson's	P0062271	08/08/2023	08/08/2023			\$108.17
	08/15/2023	A00332921	Ferrilli	P0062305	08/14/2023	08/14/2023			\$12,000.00
		A00062076	Barnachia, Kristy L.	P0062281	08/09/2023	08/09/2023			\$1,310.00
		A00334609	Aldaco, Christopher Patrick.	P0062280	08/09/2023	08/09/2023			\$1,191.95
	08/17/2023	A00201875	Amazon Capital Services	P0062336	08/17/2023	08/17/2023			\$284.80
		A00331655	Dell Marketing LP	P0062272	08/08/2023	08/08/2023			\$5,412.50
	08/18/2023	A00324134	Bell, Damon	P0062352	08/18/2023	08/18/2023			\$1,500.00
		A00200832	Taft College Foundation	P0062344	08/17/2023	08/17/2023			\$1,000.00
	08/24/2023	A00200656	Jacobi, Victoria J.	P0062391	08/22/2023	08/22/2023			\$1,183.09
		A00201875	Amazon Capital Services	P0062409	08/23/2023	08/23/2023			\$3,247.50
		A00324134	Bell, Damon	P0062363	08/18/2023	08/18/2023			\$729.00
	08/29/2023	A00337499	Motimatic PBC	P0062448	08/29/2023	08/29/2023			\$85,000.00
		A00201875	Amazon Capital Services	P0062450	08/29/2023	08/29/2023			\$303.10
08/30/2023	A00200498	Office Depot	P0062453	08/30/2023	08/30/2023			\$2,273.34	

								TOTAL USER	\$236,150.79
MSANCHEZ	08/24/2023	A00200040	American Business Machines	P0062263	08/07/2023	06/30/2024			\$1,000.00
		A00200425	Taft College	P0062284	08/10/2023	08/31/2023			\$150.00
		A00200862	Taft College Bookstore	P0062269	08/08/2023	06/30/2024			\$323.73

								TOTAL USER	\$1,473.73
MSILVEIRA	08/11/2023	A00256341	Terminix	P0062290	08/11/2023	08/11/2023			\$4,212.00
	08/17/2023	A00202379	San Joaquin Fence & Supply	P0062249	08/04/2023	08/04/2023			\$27,400.00
	08/22/2023	A00264649	Convergint Technologies, LLC	P0062375	08/21/2023	08/21/2023			\$2,937.00

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
		A00292936	Albertson's LLC	P0062372	08/21/2023	08/21/2023				\$3,500.00
				P0062373	08/21/2023	08/21/2023				\$500.00
		A00334819	Brady Industries	P0062377	08/21/2023	08/21/2023				\$3,000.00
				P0062378	08/21/2023	08/21/2023				\$2,000.00

							TOTAL USER			\$43,549.00
MTOFTE	08/22/2023	A00271462	OCLC, Inc.	P0062384	08/22/2023	08/22/2023				\$2,217.08
		A00201875	Amazon Capital Services	P0062385	08/22/2023	08/22/2023				\$18,000.00
	08/24/2023	A00200388	Zee Medical Service Co.	P0062389	08/22/2023	08/22/2023				\$118.24

							TOTAL USER			\$20,335.32
NFIGUEROA	08/03/2023	A00329754	Valsamides, Nicholas	P0062230	08/02/2023	08/02/2023				\$236.24
	08/08/2023	A00271281	WKCCD-Taft College Grant Cle	P0062268	08/08/2023	08/08/2023				\$828.00
	08/10/2023	A00200272	Total Compensation Systems I	P0062240	08/03/2023	08/03/2023				\$1,597.50
	08/15/2023	A00200862	Taft College Bookstore	P0062282	08/09/2023	08/09/2023				\$15,000.00
		A00279084	Watts, Cliff Holloway.	P0062287	08/10/2023	08/10/2023				\$550.00
		A00200862	Taft College Bookstore	P0062270	08/08/2023	08/08/2023				\$84,293.00
	08/25/2023	A00315319	Jimenez, Carlos A.	P0062420	08/25/2023	08/25/2023				\$250.00

							TOTAL USER			\$102,754.74
SCRISS	08/22/2023	A00259082	Lozano Smith, LLP	P0062386	08/22/2023	08/22/2023				\$50,000.00

							TOTAL USER			\$50,000.00
TBLANCO	08/02/2023	A00200043	American Express	P0062213	08/01/2023	08/01/2023				\$10,806.88
	08/03/2023	A00330330	Hampton, Todd	P0062212	08/01/2023	08/01/2023				\$247.11
		A00337407	Eide Bailly LLP	P0062202	08/01/2023	08/01/2023				\$50,000.00
	08/08/2023	A00200308	Federal Express Corporation	P0062266	08/08/2023	08/08/2023				\$700.00
	08/09/2023	A00200044	American General Media	P0062273	08/08/2023	08/08/2023				\$800.00
	08/10/2023	A00200069	Bakersfield Californian	P0062286	08/10/2023	08/10/2023				\$370.98
	08/15/2023	A00200498	Office Depot	P0062306	08/14/2023	08/14/2023				\$312.45
		A00200862	Taft College Bookstore	P0062275	08/09/2023	08/09/2023				\$843.19
		A00200498	Office Depot	P0062310	08/15/2023	08/15/2023				\$1,000.00
		A00221118	Community College Facility C	P0062312	08/15/2023	08/15/2023				\$780.00
	08/16/2023	A00285762	Association of Chief Busines	P0062319	08/16/2023	08/16/2023				\$570.00
	08/17/2023	A00201875	Amazon Capital Services	P0062337	08/17/2023	08/17/2023				\$1,000.00
		A00285762	Association of Chief Busines	P0062332	08/16/2023	08/16/2023				\$570.00
	08/21/2023	A00270674	Public Agency Law Group	P0062365	08/21/2023	08/21/2023				\$850.00
	08/22/2023	A00200360	Westec	P0062329	08/16/2023	08/16/2023				\$35,875.50

Taft College Purchase Order Activity Report

1-August-2023 through 31-August-2023

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
	08/24/2023	A00200862	Taft College Bookstore	P0062412	08/24/2023	08/24/2023				\$700.00
	08/28/2023	A00200360	Westec	P0062429	08/28/2023	08/28/2023				\$35,857.50
							TOTAL USER			\$141,283.61
TROWDEN	08/16/2023	A00200498	Office Depot	P0062258	08/07/2023	08/07/2023				\$536.25
	08/17/2023	A00200498	Office Depot	P0062276	08/09/2023	08/09/2023				\$1,608.75
		A00201787	Standard Insurance Company	P0062053	07/18/2023	07/18/2023				\$22,800.00
		A00300396	del Rosario, Heather Renee.	P0062200	08/01/2023	08/01/2023				\$700.75
		A00327115	ABC Occupational Medical Cen	P0062044	07/18/2023	07/18/2023				\$140.00
				P0062045	07/18/2023	07/18/2023				\$15.00
		A00337151	Nishiyama, Wesley	P0062277	08/09/2023	08/09/2023				\$1,362.57
	08/24/2023	A00200238	Department of Justice	P0062048	07/18/2023	07/18/2023				\$32.00
							TOTAL USER			\$27,195.32

**West Kern Community College District
Board of Trustees Meeting
September 13, 2023**

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

1. Adjunct Pool Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Kern, Simon	Communication Studies Adjunct Pool	\$81.96	8/24/2023

2. NTT Assignments

Item	Name	Assignment	Annual Rate	Effective Date
a.	McDaniel, Steven	Temporary Communications Associate Professor	\$46,152.00	8/21/2023

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Agundez, Adrian	CIS 2020	\$81.96	08/21/2023 - 12/15/2023
b.	Aycock, Bette	DNTL 1511,1514	\$81.96	08/21/2023 - 12/15/2023
c.	Borjon, Brandi	PHED 1505,1721,2505	\$81.96	08/21/2023 - 12/15/2023
d.	Brennan, Sean	GOEG 1510	\$81.96	08/21/2023 - 12/15/2023
e.	Brown, Chase	PSYC 2080	\$69.75	08/21/2023 - 12/15/2023
f.	Burnham, Kyle	MUSC 1510	\$81.96	08/21/2023 - 12/15/2023
g.	Carhoon, Marni	MATH 1540	\$81.96	08/21/2023 - 12/15/2023
h.	Chairez, Yvonne	DNTL 2134	\$81.96	08/21/2023 - 12/15/2023
i.	Combs, Noelle	POSC 1501	\$81.96	08/21/2023 - 12/15/2023
j.	Connors, April	BIOL 1500,1510	\$81.96	08/21/2023 - 12/15/2023
k.	Cottrell, Angela	BUSN 1500 & MGMT 1535,1540,1565	\$81.96	09/18/2023 - 12/15/2023
l.	Cutrona, Angelo	PHED 1511,1523,1623,1723,1823,2511	\$81.96	08/21/2023 - 12/15/2023
m.	Dimayuga, Anna	ART 1800,1811 & ARTH 1510	\$81.96	08/21/2023 - 12/15/2023
n.	Dodson, Rebecca	DNTL 1514,2134	\$81.96	08/21/2023 - 12/15/2023
o.	Duncan, Brandon	HIST 2210	\$81.96	08/21/2023 - 12/15/2023
p.	Durkan, Jana	MGMT 1505,1510,1515,1530,1570	\$81.96	08/21/2023 - 12/15/2023
q.	Echeverria, Amy	DRAM 1510	\$81.96	08/21/2023 - 12/15/2023
r.	Enciso, Rigoberto	OSH 1552	\$81.96	10/16/2023 - 12/07/2023
s.	Fariss, Jeff	HLED 1531,1535	\$81.96	08/21/2023 - 12/15/2023
t.	Ferguson, Bruce	HLED 1541 & PHED 1646,2146	\$81.96	08/21/2023 - 12/15/2023
u.	Garcia, Olivia	HIST 2216	\$81.96	08/21/2023 - 12/15/2023
v.	Gee, Steven	PHED 1523,1623,1723,1823	\$81.96	08/21/2023 - 12/15/2023
w.	Golling, Leigh	DRAM 1510,1535	\$81.96	08/21/2023 - 12/15/2023
x.	Gonzalez, Omar	HIST 2231	\$73.07	08/21/2023 - 12/15/2023

y.	Goodman, Daniel	CIS 1532	\$81.96	10/16/2023 - 12/07/2023
z.	Hall, Daniel	CIS 1902	\$81.96	10/16/2023 - 12/07/2023
aa.	Hickman, Ryan	BIOL 2370	\$81.96	08/21/2023 - 12/15/2023
bb.	Kahani, Tony	HUM 1500,2010	\$81.96	08/21/2023 - 12/15/2023
cc.	Lagmany, Romeo	PHED 1508,1523,1623,1723,1734,1823,2508,2734	\$81.96	08/21/2023 - 12/15/2023
dd.	Layne, David	BUSN 1051,2280	\$81.96	08/21/2023 - 12/15/2023
ee.	Leonzo, Hector	MATH 1500	\$81.96	08/21/2023 - 12/15/2023
ff.	Lidgett, Nick	HLED 1531,1535	\$81.96	08/21/2023 - 12/15/2023
gg.	Lohman, Benjamin	COMM 1510	\$81.96	08/21/2023 - 12/15/2023
hh.	Mansi, Gregory	HIST 2202	\$81.96	08/21/2023 - 12/15/2023
ii.	Martin, Lyle	PHED 1510,1523,1623,1723,1823,2510	\$81.96	08/21/2023 - 12/15/2023
jj.	Montelongo, Maribel	SPAN 1601	\$81.96	10/02/2023 - 12/15/2023
kk.	Niday, George	WELD 1560	\$81.96	08/21/2023 - 12/15/2023
ll.	Nunez, Joseph	DNTL 2134	\$81.96	08/21/2023 - 12/15/2023
mm.	Payne, Aarron	WELD 1520	\$81.96	08/21/2023 - 12/15/2023
nn.	Payne, Bryan	WELD 1500	\$81.96	08/21/2023 - 12/15/2023
oo.	Reed, Nyoka	ART 1600,1620	\$81.96	08/21/2023 - 12/15/2023
pp.	Ruff, Mandy	BSAD 2220	\$81.96	08/21/2023 - 12/15/2023
qq.	Salinas, Mario	OSH 2061	\$81.96	08/21/2023 - 12/15/2023
rr.	Sheibani, Shahrzad	BUSN 2275	\$81.96	08/21/2023 - 12/15/2023
ss.	Sicari, Chad	OSH 1500,1532	\$81.96	08/21/2023 - 12/15/2023
tt.	Smith, Gaysha	ART 1500 & ARTH 1510,2030	\$81.96	08/21/2023 - 12/15/2023
uu.	Taibjee, Sukena	LIBR 1548	\$81.96	08/21/2023 - 12/15/2023
vv.	Vallejo, Benigno	HLED 1541,1543	\$81.96	08/21/2023 - 12/15/2023
xx.	VanRy, Veronica	SOC 2120	\$81.96	08/21/2023 - 12/15/2023
yy.	Ward, Kelly	DNTL 1514	\$81.96	08/21/2023 - 12/15/2023
zz.	Webster, Stephanie	BIOL 2265	\$73.07	08/21/2023 - 12/15/2023
aaa.	White, Marisol	SOC 1510	\$81.96	08/21/2023 - 12/15/2023

West Kern Community College District
Board of Trustees Meeting
Septemeber 13, 2023

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Andrade, Sofia	Temporary ITS Assistant	4/A	A/N	\$17.21	8/21/2023
b.	Cole, Michelle	Substitute Food Service Worker Pool	7/A	A/N	\$18.18	8/24/2023
c.	Devine, Delya	Substitute Library Technician	14/A	A/N	\$20.12	8/30/2023
d.	Dobbs, Celeste	Substitute Food Service Worker Pool	7/A	A/N	\$18.18	8/30/2023
e.	Gaylord, Cyris	Substitute Food Service Worker Pool	7/A	A/N	\$18.18	8/31/2023
f.	Hovind, Giselle	Student Support Center Coordinator	23/A	100.0%	\$25.12	8/30/2023
g.	Smith, Carson	Substitute Food Service Worker Pool	7/A	A/N	\$18.18	8/31/2023
h.	Uriarte Rios, Christine	Substitute Food Service Worker Pool	7/A	A/N	\$18.18	8/28/2023
i.	Waldon, Tona	Food Service Worker I	7/A	47.5%	\$18.18	8/21/2023

2. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Allikas, Krystal	Education Equity Data Specialist	9/2	100.0%	\$5,935.25/Monthly	8/14/2023

**West Kern Community College District
Board of Trustees Meeting
August 9, 2023**

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date
a.	Zipnick, Deborah	Communications Associate Professor	No	8/14/2023

2. Classified

Item	Name	Position	Retired?	Effective Date
a.	Blackwood, Rori	Cook	Yes	9/1/2023

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 August 31, 2023**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	29,808,389	29,808,389	3,853,226	0	25,955,163
8800	Local Revenues	8,359,925	8,359,925	819,469	0	7,540,456
Summary		\$ 38,168,314	\$ 38,168,314	\$ 4,672,695	\$ -	\$ 33,495,619

**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 August 31, 2023**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	12,416,900	12,416,900	149,789	0	12,267,111
2000	Classified & Other Nonacademic Sala	7,360,941	7,360,941	462,882	0	6,898,059
3000	Employee Benefits	10,455,990	10,455,990	546,932	494,424	9,414,634
4000	Supplies and Materials	493,527	491,577	19,914	95,960	375,703
5000	Other Operating Expenses & Services	5,631,437	5,633,387	730,888	1,261,474	3,991,232
6000	Capital Outlay	577,589	577,589	19,428	40,931	517,229
7000	Other Outgo	111,000	111,000	1,133	27,517	82,351
7200	Transfers	1,120,931	1,120,931	230,682	9,535	880,715
		\$ 38,168,314	\$ 38,168,314	\$ 2,161,647	\$ 1,929,840	\$ 34,427,034

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of August 2023**

Check Number	Check Date	Vendor Name	Description	Net Amount
78064977	08/03/2023	American General Media	CTE/DH/EMT Marketing & Advertising - Fall Enroll.	20,000.00
78064981	08/03/2023	Barkley, Inc.	Remaining funds for web re-design	22,412.50
78065004	08/03/2023	FFP Fund V Lessee1, LLC	ForeFront Power - 23-24 Open PO	26,051.06
78064981	08/03/2023	Barkley, Inc.	Re-Issue of check lost #78063407 - March invoice	42,275.00
78064998	08/03/2023	Dell Marketing LP	Dell File and Lenel Servers	46,090.71
78065027	08/03/2023	Sierra School Equipment Co.	Sierra Schools-22-23-replacement seats & backs	54,288.46
78064976	08/03/2023	Albertson's LLC	23-24 Grocery Cards	57,040.00
78064986	08/03/2023	Blackhawk Network, Inc.	23-24 Gas Cards	60,187.85
78065021	08/03/2023	Nagle Earthworks	Nagle Earthworks-22-23-Ash St Parking Lot	69,963.68
78064985	08/03/2023	Black/Hall Construction	Black Hall-22-23-Campus Reroof	187,259.67
78065102	08/15/2023	American Express	AMEX-July 2023 Charges	10,806.88
78065118	08/15/2023	P. G. & E.	PGE - 23-24 - District	18,802.78
78065109	08/15/2023	Eide Bailly LLP	INV #E101530677 June 23 ERTC Services-1 of 6 pmts	50,000.00
78065190	08/22/2023	Forsyte IT Solutions, LLC.	Forsyte - Microsoft Intune Implementation	15,000.00
78065182	08/22/2023	CWDL, CPAs	22-23 Dist Interm Audit - 45%	24,921.00
78065205	08/22/2023	P. G. & E.	PGE - 23-24 - District	40,007.26
78065161	08/22/2023	A.P.I. Plumbing	API Plumbing - Ash St Dorm Emergency Gas Repair	73,465.00
78065217	08/22/2023	Taft College Bookstore	Reimb. Bkstore for Sales Tax	84,293.00
78065172	08/22/2023	Burt Electric & Communications	Burt Electric - UPS Replacement Data Center	89,328.00
78065169	08/22/2023	Black/Hall Construction	Black Hall - 23-24 Campus Roofing Project	308,408.04
78065321	08/30/2023	Pearson Education	Textbooks	10,519.06
78065291	08/30/2023	Community College League of California	Annual Membership dues 2023-2024	11,185.00
78065287	08/30/2023	CDW-G	CDWG - Commvault Renewal 23-24	12,823.68
78065307	08/30/2023	Human Kinetics	Rental Textbooks	17,103.28
78065280	08/30/2023	American General Media	CTE/DH/EMT Marketing & Advertising - Fall Enroll.	20,000.00
78065315	08/30/2023	Lozano Smith, LLP	Legal Retainer	20,000.00
78065344	08/30/2023	Westec	WESTEC 23/24 Contract Inv# 28641	35,857.50
78065340	08/30/2023	West Kern Adult Education Network JPA	June Apportionment	76,933.00
78065340	08/30/2023	West Kern Adult Education Network JPA	2023-24 AEBG Pass-through to WKAEN	83,256.00
78065340	08/30/2023	West Kern Adult Education Network JPA	2023-24 AEBG Pass-through to WKAEN	83,257.00
78065278	08/30/2023	Alcorn Aire, Inc.	Alcorn Aire - 22-23 CDC HVAC Project	97,500.00

1,769,035.41

ASO
Balance Sheet
As of August 31, 2023
Aug 31, 23

ASSETS

Current Assets

Checking/Savings

ASO Safe1 185,299.48

ASO Safe1 - Savings 143.98

Total Checking/Savings 185,443.46

Total Current Assets 185,443.46

TOTAL ASSETS 185,443.46

Restricted Funds

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 44,060.58

ASO General - Operating 66,581.62

ASSE 385.43

Baseball Club 4,309.30

Best Buddies 4,102.34

Cougar Echo 773.50

DH Class of 2024 2,926.50

DH Club General 1,636.13

ECE 2,648.99

Golf Club Mens 1,261.08

Golf Club Womens 1,121.25

Intervarsity 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 5,521.84

Soccer Club - Womens 3,766.23

Social Science/ Research 37.43

Softball Club 5,021.59

Spectrum 1,482.45

STEM 1,525.76

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 19,323.57

Veterans Club 1,639.91

Women's Athletic Club 2,105.95

Women's Basketball Club 964.30

Total Restricted Funds 185,443.46

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 10, 2023 04:08:00PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 611026

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 \$17,257.32

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 7/26-8/9/23	84096	0886	5490	\$17,257.32	\$17,257.32

TOTAL DEPOSIT: \$17,257.32

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$17,257.32 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240012

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: 240012 To 240012
Date entered from: 00/00/0000 To 99/99/9999

J63924 DC0100 L.00.01 08/10/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240012	08/10/2023	08/10/2023	WKCCD Deposit			
1.	78	Student Receipts	7/26-8/9/23	11000-000-9161-00000		
					17,257.32	N
					17,257.32	*
					17,257.32	**
					17,257.32	***

ENTERED BY: JRWB UNAPPROVED

TOTAL AMOUNT

DISTRICT TOTAL

GRAND TOTAL

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

USER NAME
Jessica White
SUBMIT DATE
Aug 10, 2023 04:11:03PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO. 0886
EROD NO.
611028

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$4,245.49

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 7/25-8/9/23	84698	0886	5490	\$4,245.49	\$4,245.49

TOTAL DEPOSIT: \$4,245.49

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,245.49 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240013

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: 240013 To 240013
Date entered from: 00/00/0000 To 99/99/9999

J63930 DC0100 L.00.01 08/10/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240013	08/10/2023	08/10/2023	WKCCD Deposit			
1.	78	Bookstore Sales	7/25-8/9/23	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	4,245.49	N
					4,245.49	*
				DISTRICT TOTAL	4,245.49	**
				GRAND TOTAL	4,245.49	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 10, 2023 04:39:26PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 611046

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 **\$634,142.15**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$45,198.28	\$45,198.28
RESTRICTED FUND	84097	0886	5490	\$432,038.75	\$432,038.75
CHILD DEVELOPMENT	84496	0886	5490	\$9,124.58	\$9,124.58
TIL	84697	0886	5490	\$94,933.09	\$94,933.09
BOOKSTORE	84698	0886	5490	\$45,474.41	\$45,474.41
CAFETERIA	84699	0886	5490	\$7,373.04	\$7,373.04

TOTAL DEPOSIT: **\$634,142.15**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$634,142.15 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240014

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: 240014 To 240014
 Date entered from: 00/00/0000 To 99/99/9999

J63949 DC0100 L.00.01 08/10/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240014	08/10/2023	08/10/2023	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Insurance Reimbursements		11000-412-8876-67300	1,382.38	N
2.	78	Degree Verify		11000-301-8879-64500	96.00	N
3.	78	Reimbursement-NATYCAA		11000-352-5710-69610	2,735.90	N
4.	78	West Kern OPEB		11000-412-5990-73900	40,750.00	N
5.	78	Retained FA Fees		11000-000-9526-00000	234.00	N
6.	78	Bookstore CC Sales		31000-423-8841-69100	45,474.41	N
7.	78	Cafeteria Sales		32000-422-8841-69400	7,373.04	N
8.	78	CIL & Fed Reimbursement		33429-310-8159-69250	8,648.01	N
9.	78	CC Child Care Food		33429-310-8621-69250	476.57	N
10.	78	TIL Regional Centers		39000-314-8699-64991	91,923.09	N
11.	78	TIL-Reimbursement		39000-314-5610-64991	1,310.00	N
12.	78	MESA Grant		12620-202-8629-61900	432,038.75	N
13.	78	TIL -Return of Cleaning Depoit		39000-314-8873-64991	1,700.00	N
				TOTAL AMOUNT	634,142.15	*
				DISTRICT TOTAL	634,142.15	**
				GRAND TOTAL	634,142.15	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 17, 2023 03:53:30PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 611534

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 **\$1,853.12**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 8/10-8/15/23	84698	0886	5490	\$1,853.12	\$1,853.12

TOTAL DEPOSIT: **\$1,853.12**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,853.12 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: Deposit #240015**

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: 240015 To 240015
Date entered from: 00/00/0000 To 99/99/9999

J68114 DC0100 L.00.01 08/17/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240015	08/17/2023	08/17/2023	WKCCD Deposit			
1.	78	Bookstore Sales	8/10-8/15/23	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	1,853.12	N
					1,853.12	*
				DISTRICT TOTAL	1,853.12	**
				GRAND TOTAL	1,853.12	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 17, 2023 03:57:19PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 611537

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$24,899.75**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts	84096	0886	5490	\$24,899.75	\$24,899.75

TOTAL DEPOSIT: **\$24,899.75**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,899.75 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240016

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: 240016 To 240016
Date entered from: 00/00/0000 To 99/99/9999

J68125 DC0100 L.00.01 08/17/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240016	08/17/2023	08/17/2023	WKCCD Deposit			
1.	78	Student Receipts		11000-000-9161-00000		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	24,899.75	N
					24,899.75	*
				DISTRICT TOTAL	24,899.75	**
				GRAND TOTAL	24,899.75	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 17, 2023 04:06:10PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 611539

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 **\$1,990,959.94**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$302.75	\$302.75
RESTRICTED FUND	84097	0886	5490	\$1,972,944.84	\$1,972,944.84
CHILD DEVELOPMENT	84496	0886	5490	\$15,529.25	\$15,529.25
CAFETERIA	84699	0886	5490	\$2,183.10	\$2,183.10

TOTAL DEPOSIT: **\$1,990,959.94**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,990,959.94 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240017

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: 240017 To 240017
 Date entered from: 00/00/0000 To 99/99/9999

J68137 DC0100 L.00.01 08/17/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240017	08/17/2023	08/17/2023	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Retained FA Fees		11000-000-9526-00000	6.00	N
2.	78	Transcript Fees		11000-000-8879-00000	296.75	N
3.	78	HEERF III		12418-421-8199-00000	1,624,549.51	N
4.	78	HEERF III - MSI		12464-421-8199-00000	324,519.33	N
5.	78	Cafeteria Sales		32000-422-8841-69400	849.25	N
6.	78	Reimbursement		32000-422-2190-69400	1,333.85	N
7.	78	CC CAPK		33700-310-8892-69200	15,529.25	N
8.	78	Initial 40% Payment:RERP		12564-223-8621-00000	23,876.00	N
TOTAL AMOUNT					1,990,959.94	*
DISTRICT TOTAL					1,990,959.94	**
GRAND TOTAL					1,990,959.94	***

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

USER NAME
Jessica White
SUBMIT DATE
Aug 24, 2023 03:40:11PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
612091

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 **\$3,116.48**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 8/16-8/23/23	84698	0886	5490	\$3,116.48	\$3,116.48

TOTAL DEPOSIT: **\$3,116.48**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,116.48 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240018

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: 240018 To 240018
Date entered from: 00/00/0000 To 99/99/9999

J73015 DC0100 L.00.01 08/24/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240018	08/24/2023	08/24/2023	WKCCD Deposit			
1.	78	Bookstore Sales	8/16-8/23/23	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	3,116.48	N
				DISTRICT TOTAL	3,116.48	*
				GRAND TOTAL	3,116.48	**

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 24, 2023 03:46:01PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 612092

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 \$17,270.76

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 8/17-8/23/23	84096	0886	5490	\$17,270.76	\$17,270.76

TOTAL DEPOSIT: \$17,270.76

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$17,270.76 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: Deposit #240019

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: 240019 To 240019
Date entered from: 00/00/0000 To 99/99/9999

J73019 DC0100 L.00.01 08/24/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240019	08/24/2023	08/24/2023	WKCCD Deposit			
1.	78	Student Receipt	8/17-8/23/23	11000-000-9161-00000		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	17,270.76	N
					17,270.76	*
				DISTRICT TOTAL	17,270.76	**
				GRAND TOTAL	17,270.76	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 24, 2023 04:06:17PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 612094

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 **\$34,941.46**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$11,154.31	\$11,154.31
RESTRICTED FUND	84097	0886	5490	\$22,539.45	\$22,539.45
CAFETERIA	84699	0886	5490	\$1,247.70	\$1,247.70

TOTAL DEPOSIT: **\$34,941.46**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$34,941.46 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240020

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: 240020 To 240020
Date entered from: 00/00/0000 To 99/99/9999

J73044 DC0100 L.00.01 08/24/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240020	08/24/2023	08/24/2023	WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
1.	78	Insurance Reimbursements		11000-412-8876-67300	420.54	N
2.	78	Federal Work Study (FWP)		12401-353-8153-64600	2,535.36	N
3.	78	FWS Admin Allowance		12401-353-8151-64600	127.64	N
4.	78	Pell Admin Allowance		12000-353-8157-64600	745.00	N
5.	78	TPSID		12433-314-8199-00000	19,131.45	N
6.	78	Cafeteria Sales		32000-422-8841-69400	1,247.70	N
7.	78	Reimb. ETEC Office Equip 50%		11000-431-6211-65100	10,733.77	N
				TOTAL AMOUNT	34,941.46 *	
				DISTRICT TOTAL	34,941.46 **	
				GRAND TOTAL	34,941.46 ***	

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 29, 2023 10:27:46AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 612416

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 **\$2,382,892.00**

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	\$456,279.00	\$456,279.00

TOTAL DEPOSIT: **\$2,382,892.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,382,892.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240021

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: 240021 To 240021
 Date entered from: 00/00/0000 To 99/99/9999

J75337 DC0100 L.00.01 08/29/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240021	08/29/2023	08/29/2023	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	12551-353-8615-64600		2,459.00	N
5.	78	S.F.A.A.	12551-353-8625-64600		13,756.00	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		35,758.00	N
10.	78	DSPS-Access to Print & Elec In	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	Financial Aid Technology	12569-353-8699-64600		3,564.00	N
15.	78	Veterans Resource Center	12000-318-8699-64800		2,428.00	N
16.	78	Adult Education Block Grant	12603-125-8643-68900		83,256.00	N
17.	78	Mental Health Support	12655-351-8699-64400		11,386.00	N
18.	78	Basic Needs Centers	12677-301-8699-64900		17,290.00	N
19.	78	Undocumented Resources Liaison	12909-351-8699-00000		5,497.00	N
20.	78	CCC Equitable Placement	12920-000-8690-00000		27,353.00	N
				TOTAL AMOUNT	2,382,892.00	*
				DISTRICT TOTAL	2,382,892.00	**
				GRAND TOTAL	2,382,892.00	***

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

USER NAME
Jessica White
SUBMIT DATE
Aug 31, 2023 04:02:37PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
612655

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 \$2,960.09

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 08/24-08/29/2023	84698	0886	5490	\$2,960.09	\$2,960.09

TOTAL DEPOSIT: \$2,960.09

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,960.09 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240022

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: 240022 To 240022
Date entered from: 00/00/0000 To 99/99/9999

J78180 DC0100 L.00.01 08/31/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION			AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-			
240022	08/31/2023	08/31/2023	WKCCD Deposit		ENTERED BY: JRWB UNAPPROVED	2,960.09	N
1.	78	Bookstore Sales	8/24-8/29/23	31000-423-8841-69100		2,960.09	*
					TOTAL AMOUNT	2,960.09	*
					DISTRICT TOTAL	2,960.09	**
					GRAND TOTAL	2,960.09	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 31, 2023 04:06:35PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 612658

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 **\$3,247.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 8/24-8/30/23	84096	0886	5490	\$3,247.00	\$3,247.00

TOTAL DEPOSIT: **\$3,247.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,247.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240023

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: 240023 To 240023
Date entered from: 00/00/0000 To 99/99/9999

J78192 DC0100 L.00.01 08/31/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION			
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240023	08/31/2023	08/31/2023	WKCCD Deposit			
1.	78	Student Receipts	8/24-8/30/23	11000-000-9161-00000		
				ENTERED BY: JRWB	UNAPPROVED	
					3,247.00	N
				TOTAL AMOUNT	3,247.00	*
				DISTRICT TOTAL	3,247.00	**
				GRAND TOTAL	3,247.00	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Aug 31, 2023 04:26:49PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 612659

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 \$15,803.16

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,394.40	\$1,394.40
RESTRICTED FUND	84097	0886	5490	\$13,035.76	\$13,035.76
CAFETERIA	84699	0886	5490	\$1,373.00	\$1,373.00

TOTAL DEPOSIT: \$15,803.16

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$15,803.16 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240024

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: 240024 To 240024
Date entered from: 00/00/0000 To 99/99/9999

J78245 DC0100 L.00.01 08/31/23 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240024	08/31/2023	08/31/2023	WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
1.	78	Insurance Reimbursements		11000-412-8876-67300	914.38	N
2.	78	Retained Financial Aid Fees		11000-000-9526-00000	106.00	N
3.	78	Reimbursement-Fastenal		11000-431-4310-65100	374.02	N
4.	78	Cal Grant Interest		12554-353-8861-64600	162.17	N
5.	78	DHS Admin - CalWorks		12602-309-8839-64992	3,362.56	N
6.	78	Library Programs		12201-203-8892-61200	300.00	N
7.	78	Foundation Salaries		12000-114-8892-70999	8,949.74	N
8.	78	Cafeteria Sales		32000-422-8841-69400	1,373.00	N
9.	78	Reimburse-Innovation Grant		12201-203-4310-61200	261.29	N
				TOTAL AMOUNT	15,803.16	*
				DISTRICT TOTAL	15,803.16	**
				GRAND TOTAL	15,803.16	***

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 8/1/2023-08/31/2023

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Li, Xiaohong	2023 CISO Advance Seminar	Long Beach, CA	8/10/2023	8/11/2023	\$ 442.95	6/27/2023
Valadez, Jose	Tour MESA Centers at Various Colleges/Universities	Various	8/3/2023	8/4/2023	\$ 585.63	7/31/2023
Gardner, Gina	California Community College Baccalaureate Degree Workshop	Los Altos, CA	8/10/2023	8/11/2023	\$ 746.58	8/1/2023
Lagmay, Romeo	Picking Student up from Bakersfield Airport	Bakersfield, CA	8/19/2023	8/19/2023	\$ -	8/21/2023
Blake, Paul	Travel/Parking 2023-2024	Various	8/30/2023	6/30/2023	\$ 54.00	8/30/2023
Minor, Leslie	Apprenticeship Partnership Demo Project Meeting	Sacramento, CA	8/28/2023	8/29/2023	\$ 535.80	9/5/2023