

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

August 14, 2024

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 Performance Evaluations, Government Code Section 54957
 - B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
 - C. 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
 - D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
 - E. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
 - F. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Todd Hampton, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. APPROVAL OF MINUTES – Regular Meeting Held July 10, 2024 and Special Meeting Held July 18, 2024
9. NEW BUSINESS
 - Collective Bargaining – Public Hearing and Request for Approval (A-D)
 - A. Request for Approval – Presentation of the Taft College Faculty Association CTA/NEA, Reopener for FY 2024/25
 - B. Request for Approval – Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2024/25

- C. Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2024/25
 - D. Request for Approval – Presentation of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2024/25
 - E. Request for Approval – Proposed Revisions to Classified Collective Bargaining Agreement – Vacant Positions and Position Creation Review
 - F. Request for Approval – WKCCD Equal Employment Opportunity Plan 2024-2027
 - G. Request for Approval – Taft College Marquee Sign Replacement Project; Total Cost of \$122,789.18
 - H. Second Reading and Request for Approval – Board Policy Revisions
 - BP #2015 Student Member(s)
 - BP #2200 Board Duties and Responsibilities
 - BP #2310 Regular Meetings of the Board
 - BP #2315 Closed Sessions
 - BP #2340 Agendas
 - BP #2355 Decorum
 - BP #2410 Board Policies and Administrative Procedures
 - BP #2430 Delegation of Authority to Superintendent/President
 - BP #2431 Superintendent/President Selection
 - BP #2432 Superintendent/President Succession
 - BP #2435 Evaluation of Superintendent/President
 - BP #2510 Participation in Local Decision-Making
 - BP #2715 Code of Ethics/Standards of Practice
 - BP #2740 Board Education
 - BP #2745 Board Self-Evaluation
 - BP #6910 Housing
10. CONSENT AGENDA (Items A – Z)
- A. Information Item – Annual List of Board Policies and Administrative Procedures Action for 2023-2024
 - B. Request for Approval – CSEA Job Creation – Short Order Cook
 - C. Request for Approval - CSEA Job Creation – Assistant Athletic Trainer

- D. Request for Approval – Proposed Reclassification of the CSEA Dental Hygiene Clinic Technician and Tutor Positions
- E. Request for Approval – CSEA Job Creation – Direct Support Aid
- F. Request for Approval – CSEA Job Creation – Dental Hygiene Clinic Coordinator
- G. Request for Approval – CSEA Job Description Revisions
 - User Support Specialist
 - Skilled Maintenance Worker
 - Direct Support Aid
 - Direct Support Coordinator
 - TIL Lead Direct Support Coordinator
 - Senior Secretary, TIL
 - Library Technician I
- H. Request for Approval – Fiscal Year 2024/25 Annual Appropriations Limit (GANN)
- I. Request for Approval – AGM Digital Agreement; 9/1/24 – 1/31/25; \$100,000.00
- J. Request for Approval – KIWI-FM Radio Lobo (Lotus Bakersfield) Agreement; 9/1/24 -1/31/25; \$41,600.00
- K. Request for Approval – Sinclair Broadcast Group (SBG) and Google Paid Search Agreement; 9/1/24 – 1/31/25; \$10,000.00
- L. Request for Approval – Sinclair Broadcast Group (SBG) and KBAK/KBFX Digital Agreement; 9/1/24 – 1/31/25; \$37,500.00
- M. Request for Approval – Nexstar Media Group, LLC. Bakersfield and KGET Digital Agreement; 9/1/24 -1/31/25; \$25,000.00
- N. Request for Approval – AGM Radio Agreement; 9/1/24 – 1/31/25; \$23,100.00
- O. Request for Approval – Greg Kerr Radio Show Major Sponsorship Agreement; 8/19/24 – 6/30/25; \$15,750.00
- P. Request for Approval – Master Service Agreement with UKG Ready Time & Scheduling Leave Manager; 3-Year Contract with 10% increase in Year One and 0% in Years Two and Three

- Q. Request for Approval – Alexander Strautman Copywriting and Consulting Agreement Revision; 8/1/24 – 6/30/25; \$50.00 per Hour, Up to 150 Hours per Month, Not to Exceed \$82,500.00
- R. Request for Approval – Karen Mehoff Graphic Design Consulting Agreement; 9/1/24 – 6/30/25; \$50.00 per Hour, Up to 100 Hours per Month, Not to Exceed \$50,000.00
- S. Request for Approval – Microsoft Campus Agreement 2024 (Year 5 of 6) with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement with Computerland of Silicon Valley; 9/16/24 – 9/15/25; \$39,273.15
- T. Request for Approval – Change Order: Wireless Bridge Project for Welding Facility Quote #STDQTE104986; New Contract Price \$27,968.09 (Increase of \$5,775.00)
- U. Request for Ratification – Statement of Work Proposal – Executive Leadership Intercultural Development/Equity Training; 7/1/24 – 8/31/24; \$17,899.00 and Travel Costs Not to Exceed \$4,000.00
- V. Request for Approval – Diligent Community Governance System; Automatic Annual Renewal with 4% Increase as Negotiated by CCLC; \$14,500 for Diligent Community and Policy Publisher Packages
- W. Request for Approval – Computerland – SOPHOS Central Intercept License Renewal, Quote #188514-1; 8/30/24 – 8/29/25; \$1,160.00
- X. Request for Approval – Master Agreement Between Independent Living Center of Kern County (ILCKC) and Taft College for American Sign Language; 8/26/24 – 8/31/25; Hourly Rate Range from \$85 to \$140 per Hour
- Y. Request for Approval – Services Agreement Between Sorenson Communications and Taft College for American Sign Language (ASL) Services; 8/26/24 – 8/31/25; \$135 to \$300 per Hour
- Z. Ratification of the July 2024 Vendor Check & Purchase Order Registers

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. EMPLOYMENT (Action)

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

C. Separations (Appendix III)

13. REPORTS:

A. Financial Reports (For Information)

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

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT/PRESIDENT

15. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, September 11, 2024, at 5:00 p.m.

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

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

REGULAR MEETING

July 10, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:06 p.m. by President Billy White. Secretary Kathy Orrin and trustees Mike Eveland, Jeremy Gregory and Dawn Cole were also in attendance. Superintendent/President Dr. Rafe Edward Trickey, Jr. and Executive Assistant Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

At 5:07 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 Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- E. 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 6:00 p.m., it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

PLEDGE OF ALLEGIANCE

President Billy White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There was no general communication.

APPROVAL OF MINUTES

The agenda had incorrect dates listed. The correct minutes were included in the posted packet. On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held June 12, 2024 were approved.

NEW BUSINESS

Request for Approval – Proposal from QK, Inc. for National Environmental Policy Act Support Services Related to Congressional Funding for Vocational Center Project Demolition and Construction Services; Award of \$2,500,000 and District Expense of \$58,900.00

Justin Madding, Director of Facilities and Planning, stated that this grant would assist in demolition of the old Student Center. The expenses incurred will include assessments for abatement. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the request was approved.

Second Presentation and Request for Approval – Agreement between the California School Employee Association Chapter #543 and WKCCD – Optional Workweek Configuration for Fall and Spring Semesters

Heather del Rosario, Vice President of Human Resources, said that this item would memorialize the optional 9-80 work schedule for the fall and spring semesters. The campus will remain open five days a week. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved.

Second Reading and Request for Approval – Board Policy Revision

BP #2010 Board Membership

BP #2100 Board Elections

Ms. Criss said that these revisions appropriately match the change to by-trustee-area election process as approved in 2023. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the request was approved.

Second Reading and Request for Approval – Board Policy Revision

BP #3420 Equal Employment Opportunity

Dr. Trickey stated that the changes in language came from the Policy & Procedure service and will align the policy to current law. Ms. Criss noted an amendment to only change the Accreditation Standard referenced to reflect new Accreditation Standard numbering. The correct Standard is now 3. On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the request as amended was approved.

CONSENT AGENDA:

- A. Request for Approval – 2026-2030 Five-Year Capital Outlay Plan (5YCOP)
- B. Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center
- C. Request for Approval – MOU and Lease Agreement with West Kern Adult Education Network for Construction Trades Adult Education Classes at 108 Village Way; Cost of Materials and Fees
- D. Request for Approval - 2024-2025 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/24 – 7/31/25; \$67,837.00
- E. Request for Approval – 2024-2025 Renewal of Statewide Association of Community Colleges Proforma for Property and Liability Insurance Coverage; 7/1/24 – 6/30/25; \$141,424

- F. Request for Ratification – 2024-2028 Adidas America, Inc. Agreement with Taft College; 7/1/24 – 6/30/28
- G. Request for Approval – Alexander Strautman Copywriting and Consulting Agreement Extension; 7/1/24 – 12/31/24; \$50 per Hour for Up to 100 Hours per Month, Not to Exceed \$30,000
- H. Request for Approval – ARRC Technology – Wireless Bridge Project for Welding Facility; 3-Year License; \$22,193.09
- I. Request for Approval – AMS.Net Cisco SMARTnet Support Renewal, Quote #Q-00081048; 7/30/24 – 7/29/25; \$14,867.93
- J. Request for Approval – CDW-G CommVault Software Support Renewal, Quote #NXRQ171; 9/1/24 – 8/31/25; \$13,379.13
- K. Request for Ratification – Agreement with Orkin for Drywood Termite Retreatment Fumigation; \$7,180.00
- L. Request for Ratification – Independent Consultant Agreement with Brian Jean; 7/1/24 – 6/30/26; \$100.00 per Hour, Not to Exceed 100 Hours
- M. Request for Approval – CDWG Cisco Umbrella Insights License Renewal; 8/12/24 – 8/11/25; \$4,212.00
- N. Request for Approval – Instructure Account Renewal; 7/1/24 – 6/30/25; \$2,462.76
- O. Request for Approval – AMS.Net Singlewire Informacast Maintenance Subscription Renewal, Quote #Q-00081140; 8/18/24 – 8/17/25; \$2,442.00
- P. Request for Approval – Adaptigent NetCOBOL Maintenance Renewal, Quote #00019079; 9/1/24 – 8/31/25; \$1,976.84
- Q. Request for Ratification – Agreements with San Joaquin Valley Air Pollution Control District for Purchase of Alternative Fuel Vehicles through the Public Benefit Grants Program (Agreement Nos. G-202740-A1; G-202741-A1; and G-202743-A1); Grant of \$71,475.72 and Expense of \$276.04
- R. Information Item – TouchNet for CVC Classes; Starts with Fall 2024; Flat Rate of 2.85%
- S. Ratification of the June 2024 Vendor Check & Purchase Order Registers

Trustee Cole asked if item 10.B. includes plans for a gender-neutral restroom option. Mr. Madding said that this document wouldn't show those details but that one will be included in future building plans as required. Trustee Cole asked if item 10.C. has a maximum cost included. Mr. Madding said that the supply costs will be monitored in advance of purchase by the District, not by WKAEN. Trustee Cole asked for clarification of item 10.L. Dr. Leslie Minor, Vice President of Instruction, explained that Brian Jean works with math faculty to construct new courses under AB 705 and 1705. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, items A-S 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 Gregory and seconded by Secretary Orrin, the Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment

C. Separations

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

No: None

Abstain: None

Absent: None

REPORTS

Financial Reports

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

Financial Reports (for information):

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

Trustee Reports

Secretary Orrin and her grandchild attended a STEM camp, and she noted how well the program was run. She commended staff for their work with area children as representatives of the College. Secretary Orrin also congratulated Trustee Gregory, whose daughter recently was named the valedictorian of the TUHS class of 2024.

Trustee Gregory thanked the Board for their support in his absence last month as he helps his daughter transition to the University of Alabama. He thanked College faculty and staff for the dual enrollment program as his daughter is nearing her junior year of college due to these offerings. Trustee Gregory commended staff for the end of year events and graduations, noting the TIL graduation as one that is always an inspirational event. He missed the family speaker at the event and hopes to see it return next year.

Trustee Cole thanked the Casino Night committee and support staff for the event. She said that it was fabulous and well received by the community.

President White thanked staff for the TIL graduation. He appreciates the deep meaning of the event to the students and their families.

Associate Student Organization

Jay Cuevas, Student Trustee, reported that ASO officers are working with area businesses to build partnerships and event collaboration.

Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is working with the Hall of Fame committee in preparation of the fall event. Information on the seven inductees will be shared on the website ahead of the event. In advertising, Ms. Groveman is working with agencies to produce multiple ads in English and Spanish. She is also leading efforts to improve website accessibility.

Instruction

Dr. Minor told the Board that summer courses are about halfway complete, and staff are working on fall course preparation. The College will be sending a team to a Strategic Enrollment Management (SEM) conference in order to begin building a local SEM plan.

Dr. Devin Daugherty, Dean of Instruction/CTE, held an industry advisory meeting. Participants discussed health programs to consider, which included CNA and phlebotomy programs. He also recently participated in an outreach meeting to discuss ways to improve student academic success.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, has worked with staff to implement two-factor authentication across the campus and will continue as staff return from summer break. Dr. Li thanked the Board for their support as the College increases cyber security efforts. The IT staff have worked with the Chancellor's office to build a process to allow for students to register and pay for California Virtual Campus (CVC) courses. Institutional Research staff continue work on the Comprehensive Program Review for 2024-25 and have begun preparing for the midterm accreditation report.

Administrative Services

Mr. Madding shared an update that included summer hours of operation for the café and Bookstore. The Bookstore has recently completed the annual inventory process. A new position for the café is being flown; once filled the new position will add a short-order area of service in the café. In facilities, the College recently held a job walk for the marquee project. Business Services is in the process of closing out the 2023-24 fiscal year.

Student Services

Dr. Damon Bell, Vice President of Student Services, updated the Board on events that will be coming up. The events include Kern County College Night, a CSU Northridge field trip, and another trip to the Museum of Tolerance. Dr. Bell reported that the NCORE training went well, and he plans to gather attendees when faculty return in fall to provide an NCORE training inservice.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of the Foundation, said that health and engineering interns are halfway through the summer internship programs. The Foundation Innovation Grant is closing for interested College faculty and staff. The Hutchison Engineering Promise Program and Fred Holmes are working on a one-week calculus camp to prepare students for industry standards. Dr. Horn-Bunk shared that one honor flight (to be awarded at the Cookout) has already been paid for by a donor. Work for the event is ongoing with the focus on Community Spirit award selection.

SUPERINTENDENT REPORT

Dr. Trickey updated the Board on current events including a health fair festival and staff retirement events for Barbara Nicholas and Brock McMurray. He recognized Educational Facilitator John Dodson as the employee of the month. He commended Mr. Dodson and other Transition to Independent Living (TIL) staff for a successful TIL awards dinner and graduation events. He noted that a parent/family speaker for the next academic year will be secured.

NEXT MEETING

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

CLOSED SESSION

On a motion by Trustee Gregory, seconded by Secretary Orrin and unanimously carried, the Board reconvened in closed session at 7:16 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:09 p.m., it was moved by Trustee Eveland, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

ADJOURNMENT

At 8:10 p.m., on a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary

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

SPECIAL MEETING

July 18, 2024

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Superintendent/President Dr. Rafe Edward Trickey, Jr. and Vice President of Human Resources Heather del Rosario were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

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

- A. Public Employee Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- E. 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 6:00 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

NEXT MEETING

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

ADJOURNMENT

At 6:02 p.m., on a motion by Secretary Orrin, seconded by Trustee Eveland and unanimously carried the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary

Date: August 1, 2024
Submitted by: Ruby Payne, TCFA President
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Second Presentation and Request for Approval of the Taft College Faculty Association CTA/NEA, Reopener for FY 2024/25

Background:

This item represents the Taft College Faculty Association's reopener proposal for FY 2024/25. The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2024/25 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

The Reopener Proposal Letter is attached.

Terms (if applicable):

N/A


Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: _____


Dr. Rafe Edward Trickey, Jr., Superintendent/President

July 2024

To: Board of Trustees
From: Taft College Faculty Association
Subject: Re-Opener Proposal for 2024/25 Collective Bargaining Agreement

The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2024/25 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

Thank you,

Ruby Payne

TCFA President.

Date: August 1, 2024
Submitted by: Greg Hawkins, CSEA President
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Second Presentation and Request for Approval of the Taft College CSEA Chapter #543, Reopener for FY 2024/25

Background:

This item represents the Taft College CSEA Chapter #543 reopener proposal for FY 2024/25. The Taft College CSEA Chapter #543 plans to open Articles 1-24 for the purpose of negotiating the successor collective bargaining agreement for the 2024/25 academic year.

The Taft College CSEA Chapter #543 is committed to the utilization of the Interest Based Bargaining process used by the Taft College Classified Collective Bargaining Committee (TCCCBC) to reach an agreement.

The Reopener Proposal Letter is attached.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

**California School Employees Association
Taft College Chapter 543**

Date: August 1, 2024

To: Board of Trustees West Kern Community College District

From: Greg Hawkins

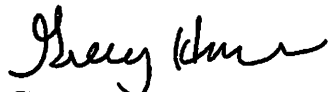
Re: Reopener for 2024-2025

Taft College California School Employees Association, Chapter 543, is requesting reopening of negotiations of the Collective Bargaining Agreement for 2024-2025.

The Association would like to address articles 1 through 24.

Thank your consideration of this request. Please contact me should you have any questions.

Thank you,



Greg Hawkins

August 1, 2024

Date: August 1, 2024

Submitted by: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Second Presentation and Request for Approval of the WKCCD Reopener Proposal with the Taft College Faculty Association CTA/NEA for FY 2024/25

Background:

The law requires that initial proposals, including reopener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's reopener proposal for FY 2024/25 to the Board, and announces that a public hearing has been scheduled for the August 14, 2024 Board of Trustees meeting.

Article 9 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Date: August 1, 2024
Submitted by: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Second Presentation and Request for Approval of the WKCCD Reopener Proposal with the Taft College CSEA Chapter #543 for FY 2024/25

Background:

The law requires that initial proposals, including reopener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's reopener proposal for the successor agreement of FY 2024/25 to the Board, and announces that a public hearing has been scheduled for the August 14, 2024 Board of Trustees meeting.

Article 21 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: 

Dr. Rafe Edward Trickey, Jr., Superintendent/President

BOARD AGENDA ITEM

Date: August 6, 2024

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

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: Proposed revisions to Classified Collective Bargaining Agreement- Vacant Positions and Position Creation Review

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of Article 11, Vacant Positions and the addition of Article 11.5, Position Creation Review and its subsections, to the Collective Bargaining Agreement.

The parties agree effective August 1, 2024, the title of Article 11 of the Collective Bargaining Agreement shall be revised from Vacant Positions to Positions and to implement Article 11.5, Position Creation and Review and its subsections. Article 11.5, and its subsections, outline the procedure to create, revise and otherwise modify classified jobs. The complete language for Article 11.5 and its subsections is attached as Exhibit 1.

The attached MOU outlines the details of the change to the relevant section of the CSEA Collective Bargaining Agreement.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

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

Position Creation and Review

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

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of Article 11, Vacant Positions and the addition of Article 11.5, Position Creation Review and its subsections, to the Collective Bargaining Agreement.

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

- 1) The above recitals are true and correct.
- 2) The parties agree effective August 1, 2024, the title of Article 11 shall be revised from Vacant Positions to Positions and to implement Article 11.5, Position Creation and Review and its subsections. The complete language for Article 11.5 and its subsections is attached as Exhibit 1.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 5) This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

Dr. Rafe Edward Trickey, Jr.
Dr. Rafe Edward Trickey, Jr. (Jul 31, 2024 16:51 PDT)
Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: Jul 31, 2024

Greg Hawkins
Greg Hawkins (Aug 1, 2024 07:29 PDT)
Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Aug 1, 2024

Andrea Juarez
Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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

First Presentation: _____, 2024

Second Presentation/Approval: _____, 2024

11.5 Position Creation and Review

11.5.1 CSEA New Job Description Creation Process

1. The Vice President of Human Resources (“VPHR”) sends new job description to the CSEA Chief Negotiating Officer (“CNO”) for review. CNO reviews job description and requests supporting documentation, if needed, and discusses questions or concerns with VPHR.
 - a. CNO will forward job description and supporting documentation, if desired, to CSEA bargaining team member(s) for review and consult.
 - b. CNO and/or CSEA bargaining team member(s) review the pay range against job duties and approves or denies as presented.
 - i. If approved, the CNO forwards the packet to the VPHR, who will begin the MOU/TA process.
 - ii. If denied, the job description is returned to the VPHR to meet and discuss with CNO. If an agreement is not able to be reached, the document will be forwarded to TCCCBC for bargaining.

11.5.2 CSEA Existing Job Description Revision Process

1. The VPHR sends existing job description to CNO for review. For this process, all changes will be clearly visible using track changes. The CNO will review the proposed changes, discussing questions/concerns with VPHR.
 - a. If needed, the CNO will confer with members of the CSEA bargaining team prior to approval.
 - i. If approved, the CNO forwards the packet to the VPHR, who will begin the MOU/TA process.
 - ii. If denied, the job description is returned to the VPHR to meet and discuss with CNO. If an agreement is not able to be reached, the document will be forwarded to TCCCBC for bargaining.

11.5.3 CSEA MOU/Tentative Agreement Process

1. TCCCBC comes to an agreement on an agenda item. An MOU or Tentative Agreement (TA) is created by Human Resources (HR).
2. The MOU/TA is reviewed by the CSEA President or delegate.
3. The finalized MOU/TA is sent to the Superintendent/President, CSEA President and CSEA Labor Rep for approval and signatures.
4. The signed MOU/TA is sent by the CSEA Labor Rep for 610 process.
5. During the 610 process, the MOU/TA may be sent to the District Board of Trustees for the first reading.
6. The State CSEA approved MOU/TA is returned and posted for 5 days. After posting period, CSEA members vote to approve or deny.
 - a. If denied, the MOU/TA would go back to TCCCBC for negotiations.
 - b. If approved, the MOU/TA is sent to the Board of Trustees for second reading and ratification.
7. After Board approval, a signed copy is sent to CSEA President and Secretary.
 - a. If denied, the MOU/TA would go back to TCCCBC for negotiations.
8. The MOU/TA will be added to the next successor agreement if needed.

Date: July 24, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

WKCCD Equal Employment Opportunity Plan for 2024-2027

Background:

Section 53003(b) of Title 5 of the California Code of Regulations, requires the governing board of each community college district to develop and adopt a District-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions must be submitted to the Chancellor's Office for review and approval. Section 53003(b) requires districts to review their plans at least every three years, and, if necessary, revise and submit them to the Chancellor's Office for re-approval.

Terms (if applicable):

September 1, 2024-August 31, 2027

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Dr. Rafe Edward Trickey, Jr., Superintendent/President



TAFT COLLEGE

West Kern Community College District Equal Employment Opportunity Plan

2024-2027

Equity & Equal Employment Opportunity Plan

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COMPONENT 1: Introduction

The West Kern Community College District strives to provide a welcoming environment and takes an active approach to ensure equal employment opportunities for all. An employee's background propels them forward in their education and career success, with a unique perspective to offer. Our mission is to allow the employee to thrive and grow into their full potential as people. To accomplish this, we provide learning opportunities and support alongside resources and shared vision. This helps all of us to connect with one another to advance our mission for the betterment of our communities. Through inclusivity and diversity, we provide a stable foundation and groundwork for student success. We nurture the uniqueness of each employee's background to help people grow, to foster growth and further potential for themselves, for the students, and for the betterment of our communities.

The District's core values, rooted in equity and inclusion, guide our efforts to provide an educational experience for faculty, staff, and students that prepares everyone to thrive and contribute to a global society. The West Kern Community District serves residents with increasingly diverse backgrounds. The District has a rich blend of people, having a variety of ethnic, cultural, religious, and social cultures as well as perspectives.

The District includes one college. Taft College offers general education, transfer degrees, certificates, student support services, and occupational/technical education. The District, governed by our locally elected Board of Trustees ("Board"), responds to the needs of our increasingly diverse student population and pays special attention to the student's changing needs. Using innovative techniques to better prepare our students for excellence and success is our goal and mission for every one of our students.

This Equal Employment Opportunity ("EEO") Plan focuses on providing equal employment opportunity in the District's recruitment and hiring policies and practices pursuant to the applicable regulations promulgated by the Board of Governors of the California Community Colleges at Title 5 of the *California Code of Regulations* ("CCR"), Sections 53000 *et seq.*, and the steps that the District takes in the event that the District identifies adverse impact or underrepresentation of Monitored Groups. The EEO Plan also includes a complaint procedure for allegations of noncompliance with the Plan and the establishment of the EEOAC; highlights methods to support EEO and an environment which is welcoming to all individuals; and identifies procedures for dissemination of the Plan.

The District believes that a diverse workforce achieved through EEO results in many benefits for our students, employees, and the community at large. The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and to recruiting and hiring persons from diverse backgrounds. Diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students including but not limited to first generation students, underrepresented students, and students of color.

In order to properly serve a growing diverse population, our District will continue to endeavor to hire and retain administrators, faculty, and staff who are sensitive to and knowledgeable of the needs of our continually changing student population. This Plan is meant to be a living document, subject to clarification and revision as our diversity goals are met.

Dr. Rafe Edward Trickey, Jr.
Superintendent/President

COMPONENT 2: Definitions

References: CCR, Title 5, § 53001; Cal. Gov. Code § 12926; Cal. Gov. Code 12940; Equity In Faculty Hiring Institute – Center for Urban Education (September 28-29, 2017)

To ensure understanding of the terms used throughout the EEO Plan, the following definitions are provided.

Adverse Impact: a disproportionate negative impact to a group protected from discrimination pursuant to Government Code Section 12940, arising from the effects of an employment practice as determined according to a valid statistical measure (such as those outlined in the Equal Employment Opportunity Commission’s “Uniform Guidelines on Employee Selection Procedures”).

Diversity: a condition of broad inclusion in an employment environment that offers EEO for all persons. The achievement of diversity within a workforce requires the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds, in all aspects of the workplace.

Equity: the “state, quality or ideal of being just, impartial and fair.” The concept of equity is synonymous with fairness and justice. Equity centers on providing individuals the tools they need to be successful. Because individuals face disparate barriers based on their identities and experiences, these tolls are personalized and can differ from one member of the community to the next.

Inclusion: the deliberate act of welcoming diversity, valuing all individuals, and exerting a conscious effort to create a warm and accepting environment that involves all in the fabric and mission of the District and our Colleges.

Equal Employment Opportunity: all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. EEO should exist at all levels, in all job categories. EEO also involves:

- identifying and eliminating barriers to employment that are not job related, such as reliance on preferred job qualifications that do not reasonably predict job performance;
- updating job descriptions and/or job announcements to reflect accurately the knowledge, skills and abilities of the position, including a commitment to equity; and
- creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas, and is welcoming to all people, free from unlawful discrimination related to the categories protected by Government Code section 12940.

Equal Employment Opportunity Plan: a written document that describes the District’s EEO program. The District’s EEO Plan includes: 1) analysis of the District’s work force; and 2) descriptions of the District’s program and strategies, informed by the District’s work force analysis, that it is implementing or will implement EEO.

Equal Employment Opportunity Programs: the combination of District strategies implemented to promote EEO. The District intends such programs to be informed by the District’s longitudinal workforce and applicant analyses.

Job Categories: for purposes of this Plan, consists of these seven categories: executive/administrative/managerial, faculty and other instructional staff, professional non- faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance.

Monitored Group: the groups for which the District must provide demographic data pursuant to CCR, Title 5, Section 53004.

Person with a Disability: any person who: (1) has a physical or mental impairment as defined in Government Code Section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Reasonable Accommodation: the efforts made on the part of the District to be in compliance with Government Code Section 12926.

Screening or Selection Procedures: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including performance tests, physical, educational and work experience requirements, interviews, application reviews, reference checks and similar techniques. Screening and selection procedures also will include consideration of equivalencies pursuant to CCR, Title 5, Section 53430.

Underrepresented Group: any Monitored Group for which the percentage of persons from that group employed by the District in a job category is below 80% of the projected representation for that group and job category.

COMPONENT 3: Policy Statement

References: CCR, Title 5, § 53002

The District's EEO Policy Statement is reflected in the District's Board Policy ("BP") 3420 and 7100, identified below.

Equal Employment Opportunity Policy - BP 3420

References: Education Code Sections 87100, et seq.; Title 5, Section 53000, et seq.; ACCJC Accreditation Standard III.A.12

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program. The Superintendent/President or designee shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time-to-time modified or clarified by judicial interpretation. The Superintendent/President or designee shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Commitment to Diversity - BP 7100

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

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

COMPONENT 4: Delegation of Responsibility, Authority, and Compliance

References: CCR, Title 5, §§ 53003(c) (3) and 53020

The District is committed to the concept and principles of EEO. To this end, the District will incorporate the principles and practices of equity, inclusion, and EEO into every aspect of education and District employment, including but not limited to: personnel policies, recruitment and selection, professional development, advancement and treatment of employees, students, and the general public.

The District will strive to achieve a workforce that is welcoming to all, regardless of gender identity and expression, persons with disabilities, and individuals from all ethnic and other groups. Such a workforce will ensure the District provides an inclusive educational and employment environment which fosters cooperation, acceptance, democracy, and free expression of ideas.

The EEO Plan will be maintained to ensure the implementation of EEO principles that conform to federal and state laws.

The general responsibilities for the prompt and effective implementation of this EEO Plan are set forth below.

A. Board of Trustees

The District's Board of Trustees is ultimately responsible for proper implementation of the EEO Plan at all levels of the District operations, and for making measurable progress toward EEO by the strategies described in the EEO Plan.

B. Superintendent/President

The Superintendent/President is the Chief Executive Officer of the District. The Board delegates to the Superintendent/President the responsibility for ongoing implementation of the EEO Plan and for providing leadership in supporting the District's EEO policy and procedures and delegating such authority as appropriate. The Superintendent/President advises the Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and directs the annual report on Plan implementation and effectiveness. The Superintendent/President evaluates the performance of all administrative direct reports on their ability to effectively follow and implement the EEO Plan.

C. Equal Employment Opportunity Officer

The Vice President of Human Resources serves as the District's EEO Officer responsible for the day- to-day implementation of the EEO Plan. If the designation of the EEO Officer changes before this EEO Plan is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing, and monitoring the EEO Plan and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The EEO Officer is also responsible for receiving complaints described herein and ensuring that such complaints are promptly and impartially investigated. The EEO Officer is responsible for ensuring applicant pools and selection procedures are properly monitored as required by Title 5, Sections 53023 and 53024. The EEO Officer ensures prompt and effect implementation of the requirements of the EEO Plan, consistent with state and federal law.

D. Equal Employment Opportunity Advisory Committee

The Equal Employment Opportunity Advisory Committee ("EEOAC") acts as an advisory body to the EEO Officer and the District to promote understanding and support of equity, inclusion, and EEO policies and procedures. The EEOAC assists in the development and implementation of the EEO Plan in conformance with state and federal regulations and guidelines, monitors EEO progress, and provides suggestions for EEO Plan revisions as appropriate. The EEOAC operates in accordance with Plan Component 5.

E. Screening Committees

All Screening Committee members, and any organization or individual, whether an employee of the District, who acts on behalf of the Board with regard to the recruitment and screening of personnel is subject to the requirements of the EEO Plan.

F. Agents of the District

Any organization or individual, who participates in District recruitment or screening of personnel, whether as an employee or as a contractor is an agent of the District, is subject to the requirements of this EEO Plan.

Through the authority articulated in this Plan Component and EEO Plan, the District will make continuous, good-faith efforts to implement the EEO Plan, achieve employee diversity, and avoid disparate impacts, consistent with state and federal law.

COMPONENT 5: EEO Advisory Committee

References: CCR, Title 5, § 53005

The District established EEOAC to assist in the development, revision, and implementation of the EEO Plan, and to encourage understanding and support of equity, EEO, and non-discrimination programs, policies, and procedures. The EEOAC may sponsor events, training, or other activities to promote equity, inclusion, equal employment opportunity, non-discrimination, retention, and diversity. When appropriate, the EEOAC will make recommendations to the Board, through the Superintendent/President and the EEO Officer, to update the EEO Plan in accordance with applicable policies, procedures, and legislation.

The EEO Officer or designee will facilitate or conduct training for the EEOAC, as well as for members of the Board, on equity and inclusion; the requirements of Title 5, and the EEO Plan; state and federal non-discrimination laws; identification and elimination of bias in hiring; the educational benefits of workforce diversity; and the role of the EEOAC in carrying out the EEO Plan.

The EEOAC will be composed of a diverse membership and include members from District stakeholder groups, including students, faculty, and classified staff.

Committee participation will be open to full-time faculty, part-time faculty, classified staff, administrators, community members, and students with committee membership appointments from these areas:

- Classified Representative (3)
- Administrative Representative (3)
- Faculty Representative (3)
- Student ASO Representative (1)
- Ex-officio (Human Resources) (1)
- EEO Officer & Chair (1)

Committee membership will be reviewed for active participation every fiscal year to ensure fluid diversity of membership, and to allow for fresh perspectives.

The Ex-officio member will assist the EEOAC Chair in coordinating a minimum of two meetings per fiscal year, with additional meetings and/or sub-committee meetings, as needed.

COMPONENT 6: The Procedure for Filing Complaints Pursuant to Section 53026

References: CCR, Title 5, §§ 53003(c) (4), 53026, and 59300 *et seq.*; BP/AP 3410 Nondiscrimination; AP 3435 Discrimination Harassment Bullying Retaliation Complaints Investigation Procedure

Any person may file a complaint alleging the District violated the Title 5's EEO regulations (California Code of Regulations, Title 5, Section 53000 *et seq.*). Any person who wishes to file such a complaint should use the District's procedures for employment-related complaints, found in Board Policy ("BP") 3410 and Administrative Procedures ("AP") 3410 and 3435.

The District may request but shall not require a complainant to submit a complaint on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at the District Human Resources Department, as well as on the District's website.

A complainant must report an oral complaint to the designated Human Resources Representative. A complainant should contact the Vice President of Human Resources at 661-763-7809. The Vice President of Human Resources will record the oral complaint in writing. The Vice President of Human Resources will take steps to ensure the writing accurately reflects the facts alleged by the complainant. Complaints must be filed with the Vice President of Human Resources, unless the person submitting the complaint alleges a violation against the Vice President of Human Resources, in which case the complaint should be submitted directly to the District's Superintendent/President.

The District's unlawful discrimination and harassment complaint form and procedures can be accessed at the following links:

[West Kern Community College District – Policies and Procedures](#)
[Unlawful Discrimination/Harassment Complaint Form](#)

COMPONENT 7: The Process for Notifying All District Employees of the Provisions of the EEO Plan and District Policy Statement

References: CCR, Title 5, § 53003(c) (5)

The commitment of the District to equity, inclusion, and equal employment opportunity is emphasized through the broad dissemination of its EEO Policy Statement and the EEO Plan. The EEO Policy Statement will be printed in the College catalogs and class schedules.

A. The Plan and subsequent revisions will be distributed electronically to the District's Governing Board, the Superintendent/President, administrators, the Academic Senate Presidents, Classified Senate Presidents, faculty and classified union presidents, Associated Students Presidents, members of the EEOAC, and ACE representative for confidential employees.

B. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail.

C. The Human Resources office will also provide new employees with information on the District's Prohibition of Unlawful Discrimination, Harassment, and Retaliation policy, the EEO Plan, and its policy statement setting forth the District's commitment to an EEO Plan at the commencement of employment during the onboarding process.

COMPONENT 8: The Process for Ensuring that District Employees Who Participate on Screening or Selection Committees Receive Training

Reference: CCR, Title 5, §§ 53003(c) (6) and 53020(c)

Any organization or individual who participates in District recruitment and search, screening, or selection process of candidates for employment, will receive appropriate training on the requirements of the Title 5 regulations on EEO (Section 53000 *et. seq.*); the requirements of federal and state non-discrimination laws; the requirements of the EEO Plan; the District's policies on non-discrimination, recruitment, and hiring; diversity awareness and cultural proficiency; the educational benefits of workforce diversity; the elimination of bias in hiring decisions; and best practices in serving on a Screening or Selection Committee. This requirement applies to employees and to any third-party consultants or organizations.

The Department of Human Resources is responsible for ensuring that all individuals serving on a screening or selection committee, or who participates in recruitment activities, receive the required training. The training is mandatory to serve on any Screening or Selection Committee and must be completed prior to beginning service on any such Committee and must be renewed biennially.

Screening and Selection Committees will include a diverse membership whenever possible to ensure a variety of perspectives are included in the assessment of applicants. The required diversity and inclusion committee training raises awareness about unconscious bias, emphasizes the importance of diversity, and equips committee members with the tools to mitigate bias. Policies and procedures support representative groups to actively seek out individuals from underrepresented groups to bring diverse perspectives within an inclusive decision-making process. The District is committed to continuous assessment of the strategies for promoting diversity within the Screening and Selection Committees and making adjustments as needed to align with changing organizational goals and priorities.

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge, skills, and abilities to work effectively in a diverse environment. The selection process is based on a combination of education and experience and will extend to all candidates a fair impartial examination of qualifications based on job-related criteria.

All screening and selection techniques, including the procedure for developing interview questions, and the selection process, will be:

- (1) Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students;
- (2) Based solely on job-related criteria within inclusive job descriptions; and
- (3) Designed to avoid an adverse impact on underrepresented groups.

When possible, every effort will be made, within the limits allowed by federal and state law, to ensure that Screening/Selection Committees include diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications.

The EEO Officer or designee will approve the makeup of Screening/Selection committees, in accordance with applicable policies and procedures.

If the EEO Officer or designee does not approve a Screening/Selection committee for lack of diversity, the EEO Officer or designee will take necessary steps to remedy the lack of diversity, such as working with the committee appointments to acknowledge and understand the lack of diversity and its potential impact on the

hiring process, reiterate the District's commitment to diversity and inclusion in hiring through policy and procedure, training and education, identification of potential committee members from underrepresented groups, and other strategies that support the District's commitment to diverse and inclusive committee membership.

Before a person can serve on a Screening/Selection committee, they must receive EEO and diversity training that is conducted by Human Resources. Human Resources provides a comprehensive training program on EEO, unconscious bias, diversity, and inclusion, and provides the participant with a certificate of completion. The training must be completed every two years.

Interviews will include questions that solicit the candidate's sensitivity to understanding of, and commitment to EEO.

All screening materials are reviewed for EEO, diversity, and inclusion to ensure that qualifications and skills are evaluated fairly and free from bias.

COMPONENT 9: The Process for Providing Annual Written Notice to Community-based and Professional Organizations

Reference: CCR, Title 5, § 53003(c) (7)

The EEO Officer will provide annual written notice to appropriate, diverse, community-based and professional organizations concerning the EEO Plan. The notice will inform these organizations that they may obtain a copy of the Plan by contacting the District Department of Human Resources and will solicit their assistance in identifying diverse pools of applicants. The notice will include a summary of the Plan. The notice will also include the website where the District advertises its job openings and the names, departments, and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources.

COMPONENT 10: Process for Gathering Information and Periodic Longitudinal Analysis of District's Employees and Applicants

References: CCR, Title 5, §§53003(c) (8), 53004, and 53006

The District will gather the information specified below for the purpose of conducting periodic, longitudinal analysis of the District's employees and applicants, broken down by number of persons from Monitored Groups in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. The District will conduct this data review as part of its EEO Plan renewal and may conduct additional periodic data reviews more frequently based on demographics, and other unique factors.

EEO DATA COLLECTION

The District allows applicants and employees to identify their gender (including non-binary options), ethnic group identification, and, if applicable, their disability status in a manner prescribed by the Superintendent/President and consistent with state and federal law ("EEO Data"). The District will keep EEO Data confidential and will use it only in research, monitoring, evaluating the effectiveness of the District's EEO program or another similar purpose authorized by law.

Individuals serving on a Screening or Selection Committee will not have access to applicants' EEO Data during their participation on the committee. Following such participation on a Screening or Selection Committee, only District employees whose job duties require them to have access to such data will have such access.

The District allows applicants and employees to, as an option, provide the following Monitored Group information:

1. **Gender Identification:** The District requested employees and applicants to self-identify as female, male, or non-binary.
2. **Race and Ethnicity Identification:** The District requested that employees and applicants self-identify into the following ethnicity categories:
 - a. **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - b. **White (Not Hispanic or Latino):** A person having origins in any of the original people of Europe, the Middle East, or North Africa.
 - c. **Black or African American (Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.
 - d. **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 - e. **Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
 - f. **American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

g. **Two or More Races:** All persons who identify with more than one of the above five races (White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native). For the purposes of this group, identifying as Hispanic or Latino and only one of the listed 5 race groups does NOT qualify under this category.

1. **Disability Identification:** The District requests that all employees self-identify their disability status, if any, by using the following definition, consistent with the Fair Employment and Housing Act:

a. **“Disabled person”:** Any person who (1) has a physical or mental impairment which limits one or more of such person’s major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

b. **“Major life activities”:** Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, talking, breathing, learning, and working.

EEO DATA COLLECTION MONITORED GROUP IDENTIFICATION ISSUE

There may be significant numbers of employees or applicants who decline to identify their gender, ethnicity, or disability status with the District. The District will make efforts to accurately capture this information and encourages all persons to provide the above data. The District understands that employees and applicants voluntarily submit EEO Data and will not require employees or applicants to respond.

LONGITUDINAL ANALYSIS TO IDENTIFY ADVERSE IMPACT

Once the District gathers the EEO information described above, the District’s Human Resources Department will assign every employee and applicant to one of the seven job categories identified in Plan Component 2. The District also will include data for employees and applicants that allows the District to track the composition and diversity of who is hired and retained over time, disaggregated by College, discipline, job category, and other relevant measures.

The District will then conduct a periodic, longitudinal analysis of employees and applicants, broken down by number of persons from Monitored Group status in each job category to determine whether additional diversification measures are required. Specifically, the District will compare the composition of initial applicant pools, qualified pools, and applicants recommended for interview

to identify any adverse impact of the District’s pre-hiring and hiring strategies, which exists where the selection rate for a Monitored Group is less than four-fifths (or 80%) of the selection rate for the group with the highest rate.

The District utilizes EEO Data to identify underrepresentation or disparities and ensure a fair and inclusive hiring process. By assigning employees and applicants to specific job categories and tracking their composition and diversity over time, the District gains valuable insights. Through a periodic longitudinal analysis, the District examines the number of individuals from Monitored Groups within each job category, comparing it to the composition of initial applicant pools, qualified pools, and applicants recommended for interview. This analysis allows the District to assess whether any adverse impact exists in its pre-hiring and hiring strategies. By monitoring these indicators, the District can proactively identify areas where additional diversification measures may be required and develop targeted strategies to address any disparities, promoting fairness, inclusivity, and equal employment opportunities for all individuals within the District.

DISTRICT STRATEGIES TO MITIGATE IDENTIFIED ADVERSE IMPACT

If the EEO Officer or designee reveals that any selection technique or procedure has adversely impacted any Monitored Group, the EEO Officer or designee will advise the Vice President of Human Resources or designee, and the following may take place:

1. Suspend the selection process and take timely and effective steps to remedy the problem before the

selection process resumes.

2. When appropriate, assist the Screening/Selection Committee by discussing the screening criteria or procedures, which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed.
3. Where necessary, the position may be reopened at any time and a new selection process initiated in a way designed to avoid adverse impact.

When the District identifies an adverse impact in its longitudinal analysis, the District will take the following steps:

1. Review the longitudinal hiring process analyses results for potential adverse impact affecting the identified Monitored Group at any phase of the hiring process or employment.
2. Conduct additional quantitative analyses of phases where the District identifies adverse impact to determine, where possible, the specific elements of the hiring process or employment stage creating an adverse impact.
3. Review the identified hiring process elements or employment stage contributing to the adverse impact to determine whether they can be modified, eliminated, or replaced with a procedure that can decrease the adverse impact.
4. Consider the implementation of additional measures designed to promote diversity in the hiring process and employment.
5. Analyze retention of Monitored Group employees in the impacted area and other employment processes that impact the District's ability to attract and retain a diverse workforce.
6. Present the findings to the EEO Committee, and other relevant groups to identify other potential good faith efforts to make positive progress towards eliminating the adverse impact.

COMPONENT 11: Process for Utilizing Data to Determine Whether Monitored Groups are Underrepresented Within District Job Categories

References: CCR, Title 5, §§53003(c) (9), and 53006

In conjunction with EEO Data gathered pursuant to EEO Plan Component 10, the District will identify and utilize data available from reliable public and private sources to determine whether Monitored Groups are underrepresented within District job categories, as defined in Plan Component 2.

DATA COLLECTION

The District will utilize data available from reliable public and private sources, including but not limited to U.S. Census Bureau and U.S. Department of Education through its National Center for Education Statistics' Integrated Postsecondary Education Data System ("IPEDS") for this analysis.

ANALYSIS TO IDENTIFY UNDERREPRESENTATION

Once the District gathers the EEO Data described in Component 10 and the data from public and private sources described in this Plan component above and assigns every employee and applicant to one of the seven job categories identified in Plan Component 2, the District will then review the EEO Data of its employees, broken down by number of persons from Monitored Group status in each job category.

The District will then analyze this employee EEO Data to compare the percent of a Monitored Group in a job category with their projected representation based on availability in the workforce. Representation below 80% constitutes underrepresentation.

The District will take necessary steps to address underrepresentation in a Monitored Group to promote its commitment to diversity, equity, and inclusion. Steps may include, but not be limited to the following: identification of cause; reprioritizing inclusion goals and objectives; implementation of initiatives in recruitment, retention, professional development, mentoring, and leadership development; allocation of resources to support implementation needs; engagement of stakeholders; and additional monitoring and impact analysis.

COMPONENT 12: Methods to Address Underrepresentation

References: CCR, Title 5, §53003(c) (10)

Title 5, Section 53003(c)(10) of Title 5 requires the District's EEO Plan to identify strategies for addressing any underrepresentation identified pursuant to Section 53003(c)(9) and Plan Component 11, reveals underrepresentation of a Monitored Group. The EEO Officer is responsible for developing appropriate measures for addressing findings of underrepresentation and significant underrepresentation.

The District will review the information gathered pursuant to Plan Component 11, to determine if underrepresentation of a Monitored Group may be the result of non-job-related factors in the employment process. The information to be reviewed will include, but need not be limited to:

- (1) Relevant data gathered pursuant to Plan Component 10, in order to identify whether the percentage of persons from a Monitored Group employed by the District in a job category is below 80% of the projected representation for that group and job category; and
- (2) Analysis of data regarding applicants, which may inform the District's analysis of underrepresentation of a Monitored Group.

The District will not designate or set aside particular positions to be filled by members of any group defined in terms of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.

The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not achieve the objectives of the EEO Plan, the District will request the EEOAC to recommend new methods to achieve the Plan objectives, or if necessary, to modify the Plan itself to ensure equity, inclusion, and EEO.

In order to address these instances of underrepresentation, as defined above, the District will take the following steps:

- (1) The District will request that the EEOAC, in conjunction with appropriate Human Resources staff, review the District's recruitment procedures and make recommendations on modifications that would address the underrepresentation.
- (2) The District will review its advertising and recruitment budget for a three-year period and make recommendations if needed to ensure that recruitment is broad and inclusive.
- (3) The District will require that the dean or responsible administrator for the division or department where the underrepresentation occurs develop, in conjunction with the EEO Officer, a recruitment and hiring program to assist in addressing the underrepresentation. The program should include additional locations or resources to advertise positions that would likely attract applicants from the underrepresented groups; whatever changes in staffing, curricular offerings, or department structure would assist in attracting applicants from underrepresented groups; additional training for current faculty and staff on the value of a diverse workforce; and recommended changes to the job announcement and screening criteria, including interview questions, which may reasonably be expected to attract applicants from the underrepresented group. The responsible administrator will be evaluated on the ability to develop and implement effective recruitment and hiring programs that promote equity, inclusion, and EEO.

(4) The District will actively monitor the representation rate of each group, which was identified as being significantly underrepresented in one or more categories. If underrepresentation persists for a particular group in the job category in question, after the measures described above have been in place for a period of at least three years, the District will:

- a) Review each locally established “required,” “desired,” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with business necessity through a process meeting the requirements of law.**
- b) Infuse a commitment to diversity and equity into the hiring process.**
- c) Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth herein.**

COMPONENT 13: Process for Developing and Implementing Strategies that Promote Diversity

References: CCR, Title 5, §§53003(c) (1-2) and 53024.1

The District is responsible for developing and implementing strategies designed to promote the diversity of its workforce at all levels and demonstrate the District's institutional commitment to diversity.

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring EEO and the creation of a diverse workforce. EEO should exist at all levels and in all job categories. Ensuring EEO also includes creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to all. To that end, in addition to the steps to address underrepresentation or significant underrepresentation, the District will implement appropriate diversity and equity programs. Having a college community that accepts the principles of diversity and multiculturalism can make implementation and maintenance of an effective EEO program much easier. For that reason, institutionalizing diversity and equity programs that are well planned out, well-funded, and supported by the leadership of the District can be of great value.

BOARD AGENDA ITEM

Date: August 7, 2024 *JH*
Submitted by: Justin Madding, Director of Facilities & Planning
Area Administrator: Todd Hampton, Ed.D., Vice President of Administrative Services
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item: Request for Approval of Taft College Marquee Sign Replacement Project

Background: This is a project for the replacement of the marquee sign located at the corner of 6th Street and Emmons Park Drive which is long past its useful life expectancy. The sign's Operating System (OS) is no longer supported, cannot support the installation of a new OS, and presents a cyber security risk.

The Board previously awarded the sign procurement and installation portion of this project to Sign Solutions in the amount of \$37,489.18 to allow for specification in DSA review documents. DSA review has been completed and the bids for electrical and associated site work have been received, which is the subject of this agenda item.

This project was advertised for bid on June 27, 2024, and closed on July 16, 2024. A total of three (3) bids were received, with S&B Sons, Inc. being the low-responsive responsible bidder totaling \$85,300.00. I recommend that the Board of Trustees award the Taft College Marquee Sign Replacement Project to S&B Sons, Inc. for the total of \$85,300.00. This brings the total project cost between Sign Solution and S&B Sons, Inc. to \$122,789.18.

Terms (if applicable): Pursuant to the bid and contract documents.

Expense (if applicable): \$85,300.00 for S&B Sons, Inc. \$122,789.18 total project cost.

Fiscal Impact Including Source of Funds (if applicable):

This project will be funded with all remaining Physical Plant and Instructional Support monies (approximately \$90,000.00) with the remaining as a general fund expenditure.

Approved: 
Dr. Rafe Trickey, Jr., Superintendent/President

INFORMAL BID PROPOSAL

10/31/16

Bids will be received via the Taft College Vendor Portal bid posting located on <https://vendors.planetbids.com/portal/66036/bo/bo-search> on **Tuesday, 7/16/2024, up until 2:30pm.**

Submitted to:
Board of Trustees
West Kern Community College District

Submitted by:
S&B Sons Inc.
Name of Firm

Taft, California

Board Members:

Having carefully examined the Advertisement for Bids, Instructions to Bidders, General Conditions to the Contract, Supplementary Conditions, Special Conditions, Specifications and Drawings entitled - **MARQUEE SIGN REPLACEMENT – Taft College** - located in Taft, California, as well as the premises and the conditions affecting the work, including Addendum (a) No (s) 1, inclusive, the Undersigned proposes to furnish all material and labor called for by all documents for the "entire work", in accordance with said documents for the sum of:

BASE BID

- 1. Seventy Five Thousand Three Hundred Dollars & Zero Cents \$ 75,300.00
Base Bid amount [written in words]
- 2. **\$10,000** Owner's allowance (to be used at Owner's discretion)
The undersigned agrees to add to the Base Bid an Owners allowance (to be used at its discretion) in accordance with specification section 012100 "Allowances"
Eighty Five Thousand Three Hundred Dollars & Zero Cents \$ 85,300.00
1+2 = Total Bid Amount [written in numbers]

The undersigned understands that all documents required prior to starting work shall be provided no later than 10 days from the Notice of Award preparation date.

The undersigned understands that the time required to complete the work is the essence of the Contract and agrees to commence the work within fifteen (15) calendar days of the Notice to Proceed date, unless noted otherwise. The undersigned further agrees that this bid may not be withdrawn for a period of one hundred twenty (120) days after the date set for the opening thereof unless otherwise required by law.

The undersigned agrees, if awarded the Contract, to complete it within **60** calendar days plus any extensions of time, as provided for in the General Conditions of the Contract; failing to complete the work within the above stipulated time, he agrees to be bound by the conditions as set forth in the Supplementary Conditions, Article 17, and Instructions to Bidders - Section 002114.

The undersigned has checked carefully all the above figures and understands that the Owner will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned confirms there are no clerical errors in preparation of this bid proposal.

The undersigned hereby certifies that this bid is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.

BID BOND

Be advised that we, S&B Sons, Inc.

as Principal ("Principal") and Western Surety Company

a corporation duly licensed to transact business under the laws of the State of California as Surety ("Surety") are firmly bound to **WEST KERN COMMUNITY COLLEGE DISTRICT** as Obligee ("Obligee") in the sum

of \$ Ten Percent of Bid Amount for the payment of which the Principal and the Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, by this Bond.

The Principal has submitted a bid for MARQUEE SIGN REPLACEMENT #430-0079.

The condition of our obligation is this: if the Principal is awarded the contract upon its proposal, and shall, within the required number of days after the notice of award, execute a contract with the Obligee in accordance with the contract documents, submit the required payment and performance bonds, and provide all other required documents, then this obligation shall be null and void; but in the event that the Principal fails and/or refuses to execute and deliver those documents, this bond will be charged with the costs of the damages experienced by the Obligee as a result of that refusal, including but not limited to, publication costs, the difference in money between the amount of the bid of the Principal and the amount for which the Obligee may legally contract with another party to perform the work if the amount is in excess of the former; building lease or rental costs, transportation costs, professional service costs, and additional salary costs that result from the delay due to the Principal's default on the awarded contract. In no event, however, shall the Surety's liability exceed the penal sum indicated above.

The Surety, for value received, stipulates and agrees that its obligations and its bond shall not be impaired or affected by an extension of the time within which the Obligee may accept such bid; and Surety waives notice of any time extension.

Dated:

PRINCIPAL
By: [Signature]

Title: BEVNY JOSEPH C. President

Dated: 07/09/2024

SURETY
By: [Signature]

Title: Michael James Melshenker, Attorney in Fact



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Ventura)

On 07/09/2024 before me, Jazlyn Vanessa Arenas, Notary Public
(insert name and title of the officer)

personally appeared Michael James Melshecker,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Jazlyn Vanessa Arenas (Seal)



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Michael James Melshenker, Individually

of Ventura, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 27th day of February, 2024.



WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 27th day of February, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026



M. Bent
M. Bent, Notary Public

CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of July, 2024.



WESTERN SURETY COMPANY

Paula Kolsrud
Paula Kolsrud, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

TC – MARQUEE SIGN REPLACEMENT

Enclosed find () Bid Bond () Certified Check () Cashier's Check for 10% of the amount bid.

SUBCONTRACTOR LIST:

Pursuant to the Provisions of the Public Contracts Code Sections 4100 to 4107 inclusive, every bidder shall set forth the name and location of the place of business of each subcontractor who will perform work or labor in or about the construction of the work or improvement in an amount in excess of one-half of one percent (1/2 of 1%) of the Bidder's total bid. If a Contractor is not listed and the work is more than one-half of one percent (1/2 of 1%) of the Bidder's total bid, he agrees to perform that portion himself. The following is the list of subcontractors:

<u>PORTION OF WORK</u>	<u>SUBCONTRACTOR</u>	<u>DIR REGISTRATION NUMBER</u>	<u>LOCATION OF BUSINESS</u>
ELECTRICAL	ASBELECTRIC	1000045988	1015 30th St 93301

I declare, under penalty of perjury, that information provided and representations made in this bid are true and correct and that this declaration was executed on 7/16/24, at Bakersfield, Kern, California.
 (date) (city) (county)

Respectfully submitted,

S&B Sons Inc.
 Name of Firm
 Corporation
 Individual, Partnership, Corp.**
 By [Signature]
 Benny Joseph C.
 Address 6807 Cherry Ave.
Bakersfield, Ca. 93314

Corporate Seal
 If Applicable

Phone(661) 392-9100
 Fax(661) 392-9101
A/B 978577 11/30/2024
 License Type & Number/Exp. date
1000033273 6/30/2027
 DIR Registration # & Exp. date

No bid is valid unless signed by the person making the bid.

** State whether your firm is a corporation, a co-partnership, private individual, or individuals, doing business under a firm name. If the bidder is a partnership, the bid should be signed with the partnership name and by one of the authorized partners. If the bidder is a corporation, it should be signed by a person authorized to execute bids on behalf of the corporation.

NON-COLLUSION AFFIDAVIT

TC – ASO PARK MONUMENT SIGN

To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 Cougar Court
Taft, CA 93268

State of California)
County of Kern) ss.

Benny Joseph C., being duly sworn, deposes and says:

That he or she is the President (position) of S&B Sons Inc. (name of bidder), the party making the bid; that the bid is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any price breakdown, or their contents, or divulged relative information or data, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

S&B Sons Inc.
(Firm Name)

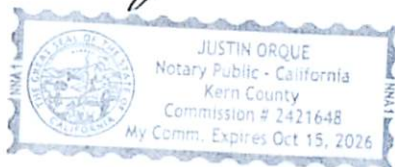
Benny Joseph C.
(Printed Name - Authorized Agent)

[Signature]
(Signature - Authorized Agent)

Subscribed and sworn to before me on July 15, 20 24.

[Signature]
Notary Public

NOTARY SEAL



TC – MARQUEE SIGN REPLACEMENT

**PREVAILING WAGE
COMPLIANCE CERTIFICATION**

TC – MARQUEE SIGN REPLACEMENT

To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 Cougar Ct.
Taft, CA 93268

I hereby certify that I will conform to the State of California Public Works Contract Requirements regarding wages; benefits; on and off site audits with 48-hour notice; payroll records; apprentice and trainee employment requirements; and requirements herein.

S&B Sons Inc.

Contractor

(type or print)


Benny Joseph C.

Contractor's signature

7/16/24

Dated

TC – MARQUEE SIGN REPLACEMENT

**CONTRACTOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION**

TC – MARQUEE SIGN REPLACEMENT

To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 Cougar Ct.
Taft, CA 93268

Labor Code Section 3700 provides:

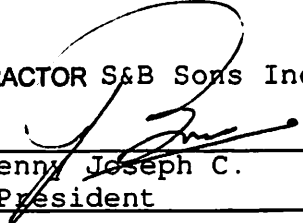
"Every employer except the State and all political subdivision or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- "(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this contract.

Dated: 7/16/24

CONTRACTOR S&B Sons Inc.

By: 
Benny Joseph C.

Title: President

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

END OF SECTION 004115

QUOTE / PROPOSAL TABULATION



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

Job Walk: Yes
Proposals Rcvd at: Planet Bids
Proposals Requested: 06/27/24
Proposals Due: 07/16/24

Contractor	Base Bid	Alternate	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
S&B Sons, Inc.	\$ 85,300.00	n/a	\$ 85,300.00	Yes	978577	1000033273	07/16/24	
ELH Construction	\$ 145,000.00	n/a	\$ 145,000.00	Yes	1120361	1001169563	07/16/24	
Black / Hall Construction, Inc.	\$ 149,635.00	n/a	\$ 149,635.00	Yes	860638	1000003149	07/16/24	

Date: July 22, 2024
Submitted by: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Information Item

Board Meeting Date: August 14, 2024

Title of Board Item:
First Reading – Board Policy Revisions

Background:

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

BP #2015	Student Member(s)
BP #2200	Board Duties and Responsibilities
BP #2310	Regular Meetings of the Board
BP #2315	Closed Sessions
BP #2340	Agendas
BP #2355	Decorum
BP #2410	Board Policies and Administrative Procedures
BP #2430	Delegation of Authority to Superintendent/President
BP #2431	Superintendent/President Selection
BP #2432	Superintendent/President Succession
BP #2435	Evaluation of Superintendent/President
BP #2510	Participation in Local Decision-Making
BP #2715	Code of Ethics/Standards of Practice
BP #2740	Board Education
BP #2745	Board Self-Evaluation
BP #6910	Housing

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

BP 2200 Board Duties and Responsibilities

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Reference:

ACCJC Accreditation Standard 4.14

The Board of Trustees governs on behalf of the citizens of the West Kern Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest.
 - a. Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
 - b. Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture
 - c. Establish policies that ensure the District operates in anti-racist manner
 - d. Hire and evaluate the Superintendent/President.
2. Delegate power and authority to the Superintendent/President to effectively lead the District.
3. Assure fiscal health and stability.
4. Monitor institutional performance and educational quality.
5. Advocate for and protect the District.

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BP 2015 Student Member(s)

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Reference:

Education Code Section 72023.5

The board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. In the event the student is employed with the District, the student is not required to give up employment with the District. The student shall maintain a cumulative grade point average of 2.5.

The student member shall be seated with the Board during the open session portion of meetings and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for issues and items discussed in closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member shall have the opportunity to cast an advisory vote immediately before the regular members of the Board cast votes. The student member's advisory vote shall not be included in determining the vote required to carry any measure before the board.

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

1. The privilege to make and second motions.
2. The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters.
3. The privilege to serve a term commencing on June 1.

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4. The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

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BP 2310 Regular Meetings of the Board

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Reference:

Education Code Section 72000(d); Government Code 54952.2, 54953 et seq.; 54961

Regular meetings of the Board shall normally be held the second Wednesday of each month. ~~Regular meetings of the Board shall normally be held~~ at Taft College, 29 Cougar Court, Taft, California.

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A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District, or is meeting during a proclaimed state of emergency.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency

- ~~Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.~~

~~In order for the Board to meet virtually during a proclaimed state of emergency under the relaxed teleconference rules in the Brown Act, the Board will make findings by majority vote, as required by the Brown Act.~~

~~If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call in or internet-based service options, public participation, and limits on Board action in the~~

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event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

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BP 2315 Closed Sessions

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Reference:

Education Code Section 72122;

Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.6, and 1125.4

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Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

1. The appointment, employment, evaluation of performance, discipline or dismissal of a public employee.
2. Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.
3. Advice of counsel on pending litigation, or the initiation, as defined by law.
4. Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling.
5. Real property transactions.
6. Threats to public security.
7. Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator.
8. Discussion of student disciplinary action, with final action taken in public.
9. Conferring of honorary degrees.

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10. Consideration of gifts from a donor who wishes to remain anonymous.
11. To consider its final response to a confidential draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/ President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

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BP 2340 Agendas

Reference:

Education Code Sections 72121, 72121.5;

Government Code Sections 54954 et seq. and, 7920.000 et seq.

An agenda shall be posted adjacent to the place of meeting as well as on the District's Internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

1. A majority decides there is an "emergency situation" as defined for emergency meetings.
2. Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted.
3. An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves

the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission.

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See Administrative Procedures AP 2340

BP 2355 Decorum

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Reference:

Education Code Section 72121.5;

Government Code Section 54954.3 subdivision (b), 54957.9 and 54957.95

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The following will be ruled out of order by the presiding officer:

- * Disrupting, disturbing, ~~or otherwise~~ impeding, ~~or rendering infeasible~~ the orderly conduct of the meeting.
- * Physical violence and/or threats of physical violence directed towards any person or property.

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In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

~~Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting. Before removal for conduct other than an individual's use of force or a true threat of force, the presiding officer shall warn the individual that the behavior is disrupting the meeting and that failure to cease the behavior may result in the individual's removal. The presiding officer or their designee may then remove the individual if they do not promptly cease their disruptive behavior.~~

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If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or

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other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

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BP 2410 Board Policies and Administrative Procedures

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Reference:

Education Code Section 70902;

ACCJC Accreditation Standards ~~IV.C.7, IV.D.4, I.B.7, and I.C.54.4~~

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The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Policies of the board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall normally be introduced not less than one regular meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall, annually provide each member of the Board with any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the Superintendent/President.

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See Administrative Procedures AP 2410

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BP 2430 Delegation of Authority to the Superintendent/President

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Reference:

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Education Code Sections 70902(d), & 72400;
ACCJC Accreditation Standards *IV.B.5, IV.C.12, and IV.D.1 (formerly IV.B.1.j; IV.B.2)4,5*

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Board gives them Superintendent/President full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President. Because of the hours and duties required of the Superintendent/President, the District shall provide, and the Superintendent/President shall accept, housing owned by the District in the City of Taft.

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The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.

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The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for

information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

See Administrative Procedure 2430 Delegation of Authority

BP 2431 Superintendent/President Selection

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Reference:

Title 5, Sections 53000 et seq.;
ACCJC Accreditation Standards IV.B and IV.C.3 (formerly IV.B.1,
IV.B.1.j)4.5

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In the case of a Superintendent/President vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

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BP 2432 Superintendent/President Succession

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Reference:

*Education Code Sections 70902(d) and 72400;
Title 5, Section 53021(b)*

The Board delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his or her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence or unavailability of the Superintendent/President and when an acting Superintendent/ President has not been named, administrative responsibility shall reside with (in order)an appointed administrator as selected by the Board of Trustees from the list below:

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Executive-Vice President of Administrative Services
Vice President of Information and Institution Effectiveness

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Vice President of Instruction

Vice President of Human Resources

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Vice President of Student Services

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The Board shall appoint an acting Superintendent/President for periods exceeding 30 days.

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BP 2435 Evaluation of Superintendent/President

Reference:

Education Code Section 87663;

ACCJC Accreditation Standard ~~IV.C.34.5~~

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment of the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to the Superintendent/President. The criteria for evaluation of the Superintendent/President shall also include performance goals and objectives related to the District's commitment to diversity, equity, and inclusion.

See Administrative Procedures AP 2435

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BP 2510 Participation in Local Decision-Making

Reference:

*Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), and
51023.7 (Students); ACCJC Accreditation Standard ~~IV.A and IV.D.74.2 and~~
4.3*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for the Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200 – 53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of all staff groups will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on

students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

See Administrative Procedure AP 2510

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BP 2715 Code of Ethics/Standards of Practice

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Reference:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)4.6

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The governing board functions effectively as a collective entity to promote the institution's values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance.

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The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible for:

1. Acting only in the best interests of the entire community.
2. Ensuring public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
3. Preventing conflicts of interest and the perception of conflicts of interest.
4. Exercising authority only as a Board.
5. Using appropriate channels of communication.
6. Respecting others; acting with civility.
7. Being informed about the District, educational issues, and responsibilities of trusteeship.
8. Devoting adequate time to Board work.
9. Maintaining confidentiality of closed sessions.

The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

All Governing Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics.

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The Governing Board will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board member may be subject to a resolution of censure by the Governing Board should it be determined that Board member misconduct has occurred. Censure is an official expression of disapproval passed by the Governing Board.

A complaint of Board member misconduct will be referred to an ad hoc committee composed of two Board members not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The Committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy.

The Board member subject to the charge of misconduct shall not be precluded from presenting information to the Committee.

The Committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

The Committee, if it determines censure may be appropriate, will direct the Superintendent/President to draft a Resolution of Censure and place the matter on the agenda of the next regular or special Board meeting for consideration by the Board as a whole.

See Administrative Procedures AP 2715

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BP 2740 Board Education

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Reference:

ACCJC Accreditation Standard ~~IV.C.9 (formerly IV.B.1.f) 4~~

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The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

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BP 2745 Board Self-Evaluation

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Reference:

ACCJC Accreditation Standard ~~IV.C.10 (Formerly IV.B.1.e & g)~~4

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The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board will conduct a self-evaluation annually. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field. The criteria for the Board's self-evaluation shall also include performance goals and objectives related to the District's and the Board's commitment to anti-racism, diversity, equity, and inclusion. A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

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BP 6910 Housing

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Reference:

Education Code Section 66014.6 and 76010;

Health and Safety Code Sections 53580 et seq.

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The Superintendent/President is delegated the authority to enter into agreements to finance the cost of constructing student, faculty, and staff housing near the campus of the District.

The District may prioritize and restrict occupancy in affordable rental housing on land owned by the District to faculty and employees.

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Date: August 1, 2024

Submitted by: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Information Item

Board Meeting Date: August 14, 2024

Title of Board Item:

Annual List of Board Policies and Administrative Procedures Action for 2023-2024

Background:

The purpose of this document is to inform which Board Policies and Administrative Procedures have been reviewed, revised and implemented on campus and posted onto our Taft College website. These policies and procedures have been reviewed, revised, or implemented during the time period of July 2023 through July 2024.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

West Kern Community College District
Board Policies and Administrative Procedures
Updated July 2023 through July 2024

Board Policies

BP 6340	Bids and Contracts	7/12/2023
BP 5040	Student Records and Directory Information	10/18/2023
BP 2330	Quorum and Voting	11/8/2023
BP 2340	Agendas	11/8/2023
BP 2365	Recording	11/8/2023
BP 7380	Retiree Health Benefits	11/8/2023
BP 2430	Delegation of Authority to the	1/10/2024
BP 6800	Safety	1/10/2024
BP 7340	Leaves	1/10/2024
BP 2735	Board Member Travel	2/14/2024
BP 3250	Institutional Planning	2/14/2024
BP 7120	Recruitment and Selection	2/14/2024
BP 7400	Travel	3/13/2024
BP 7600	Campus Security Officers	3/13/2024
BP 6250	Budget Management	6/12/2024
BP 3420	Equal Employment Opportunity	7/10/2024

Administrative Procedures

AP 2105	Election of Student Members	8/2/2023
AP 3900	Speech: Time, Place, and Manner	8/2/2023
AP 5520	Student Discipline Procedures	8/2/2023
AP 5530	Student Rights and Grievances	8/2/2023
AP 5570	Student Credit Card Solicitation	8/2/2023
AP 5800	Prevention of Identity Theft in Student Financial	8/2/2023
AP 5040	Student Records, Directory Information, and	8/22/2023
AP 5420	Associated Students Finance	8/22/2023
AP 6800	Occupational Safety	8/23/2023
AP 7380	Retiree Health Benefits - Academic Employees	9/20/2023
AP 6400	Financial Audits	10/11/2023
AP 6700	Facilities Use	12/6/2023
AP 7145	Personnel Files	12/6/2023
AP 7600	College Campus Safety & Security	12/6/2023
AP 2735	Board Member Travel	12/22/2023
AP 2325	Teleconferenced Meetings	1/3/2024
AP 3434	Responding to Harassment Based on Sex under	1/4/2024
AP 4103	Work Experience	1/31/2024
AP 7400	Travel (Board review 11/10/04)	3/13/2024
AP 4225	Course Repetition	4/16/2024
AP 4232	Pass/No Pass	4/16/2024
AP 7120	Recruitment and Hiring Procedure	5/15/2024
AP 7211	Faculty Service Areas, Minimum Qualifications &	5/15/2024
AP 2100	Board Elections	5/21/2024
AP 3420	Equal Employment Opportunity	5/30/2024
AP 2712	Conflict of Interest Code	7/3/2024
AP 2712	Appendix A	7/8/2024
AP 3510	Workplace Violence	7/11/2024
AP 2410	Policy and Administrative Procedures	7/24/2024
AP 2430	Delegation of Authority	7/24/2024
AP 2435	Evaluation of Superintendent/President	7/24/2024

Date: July 24, 2024

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

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: CSEA Job Creation – Short Order Cook

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Short Order Cook position and related job description, effective July 1, 2024.

The parties agree to implement a new position entitled Short Order Cook at range 12 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Short Order Cook job description is attached as Exhibit A.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President



Position:	Short Order Cook	Position Control:	
Department:	Food Services	Position Class:	Food Services
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Food Service Manager	Salary Range:	12
Next Level Supervisor:	Vice President of Administrative Services	Hours per week:	40
Date Established:	7/1/2024	Months per year:	11
Date Revised:	7/1/2024	FLSA Exemption Status:	Non-Exempt

DEFINITION

The Short Order Cook will be responsible for preparing and cooking a variety of menu items quickly and efficiently while maintaining high standards of food quality and presentation. This position requires someone who thrives in a fast-paced environment and can work well under pressure.

CLASS CHARACTERISTICS

Employees in this classification perform food preparation and service duties on a busy college campus.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Prepare and cook menu items according to established recipes and standards.
- Operate kitchen equipment safely and efficiently, including grills, fryers, and ovens.
- Ensure all food products are stored, handled, and cooked at the appropriate temperatures.
- Maintain a clean and organized workstation, adhering to food safety and sanitation guidelines.
- Communicate effectively with other kitchen staff to coordinate food preparation and service.
- Monitor inventory levels and assist with ordering supplies as needed.
- Follow proper food handling procedures and maintain a safe working environment.
- Responsible for cleaning work area including shelves, refrigerators and freezers; participate in the thorough cleanup of kitchen quickly and effectively to assure cleanliness.

- Follows sanitary and safety standards in food preparation.
- Assist in other cafe areas as needed during low-peak times.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience

Exhibit A

- Previous experience 2yrs. working as a Short Order Cook in a fast-paced environment; or in a similar role.
- Knowledge of basic cooking techniques and food safety regulations.
- ServSafe Food Handler Certification (must present prior to start date)

Desirable Qualifications

- Ability to work quickly and accurately in a fast-paced environment.
- Excellent time management and organizational skills.
- Strong attention to detail and a commitment to quality.
- Ability to work collaboratively as part of a team.
- Flexibility to work evenings, weekends, and holidays as needed.

Personal:

- Ability and desire to work effectively with students, faculty, staff and the public.
- Show initiative, poise, good judgment and tact.
- Oriented in customer service.
- Flexible in assuming other assignments as the need arises.
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Special Licenses/Certifications:

- Satisfactory score on food service examination.
- Possess or be able to obtain Serve-Safe certificate.

Knowledge of:

- General food service standard recipes and practices.
- College food service inventory procedures.
- Food service equipment uses and procedures.
- Sanitation and kitchen safety procedures.
- Use and secure prescribed chemicals and detergents.
- Record keeping procedures.
- State Guidelines from the California Child and Adult Care Food Program.
- Development of grocery lists and shopping.
- College security procedures.

Ability to:

- Follow directions.
- Prepare meals to meet time schedule.
- Read and understand basic menus and assignments.
- Perform routine repetitive work.
- Assist in directing student workers.

Exhibit A

WORKING CONDITIONS:

- Assignments are typically 40 hours per week and 12 months per year.
- May require over-time, evening, weekend or holiday hours throughout the year.
- Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

Physical Requirements:

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Ability to stand for extended periods of time.
5. Ability to lift and carry 50 pounds such as food and baked goods inventory.
6. Ability to bend and reach to retrieve inventory, supplies, equipment and documents.

Reasonable accommodations will be made for candidates with physical disabilities.

Environment:

Work is generally performed in a busy institutional kitchen and dining facility but may also visit classrooms and attend meetings and training offsite. May stand for extended periods of time.

Disclaimer:

This position may be grant and categorical funded and continued employment may be contingent on adequate availability of funds.

Memorandum of Understanding

**California School Employees Association and its
Taft College Chapter #543**

And

West Kern Community College District

Job Description Creation – Short Order Cook

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Short Order Cook position and related job description, effective July 1, 2024.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to implement a new position entitled Short Order Cook at range 12 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Short Order Cook job description is attached as Exhibit A.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU 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 and the District’s Governing Board.

Dr. Rafe Edward Trickey, Jr.

Dr. Rafe Edward Trickey, Jr. (Aug 1, 2024 07:25 PDT)

Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: Aug 1, 2024

Greg Hawkins

Greg Hawkins (Aug 1, 2024 07:29 PDT)

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Aug 1, 2024

Andrea Juarez

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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



BOARD AGENDA ITEM

Date: July 24, 2024

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

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: CSEA Job Creation – Assistant Athletic Trainer

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Assistant Athletic Trainer position and related job description, effective August 1, 2024.

The parties agree to implement the new position entitled Assistant Athletic Trainer at range 24 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Assistant Athletic Trainer job description is attached as Exhibit A.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

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

Job Description Creation – Assistant Athletic Trainer

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Assistant Athletic Trainer position and related job description, effective August 1, 2024.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to implement a new position entitled Assistant Athletic Trainer at range 24 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Assistant Athletic Trainer job description is attached as Exhibit A.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU 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 and the District’s Governing Board.

Dr. Rafe Edward Trickey, Jr.
Dr. Rafe Edward Trickey, Jr. (Jul 31, 2024 16:49 PDT)
Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: Jul 31, 2024

Greg Hawkins
Greg Hawkins (Aug 1, 2024 07:28 PDT)
Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Aug 1, 2024

Andrea Juarez
Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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

Exhibit A

- Current, valid certification by the National Athletic Trainers Association; **and**
- CPR and First Aid certification within 90 days of hire; **and**
- Eligibility to obtain a Class B drivers license.

DESIREABLE QUALIFICATIONS:

- Master's Degree in related field;

KNOWLEDGE, SKILLS AND ABILITIES:

Applied Knowledge: Athletic trainers must have knowledge of a large range of medical problems. Assessment, evaluation skills and working with other healthcare professionals will be required.

Decision-Making Skills: Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per state licensure guidelines.

Attention to Detail: Athletic trainers should be thorough and detailed with injury tracking and documentation.

Interpersonal Skills: Ability to communicate effectively in high stress/pressure situation when talking to patients, medical professionals, staff and families.

Must have the ability to organize, prioritize and perform multiple tasks with little or no supervision.

PERSONAL:

Ability to independently plan and organize work assignments.

Ability to establish and maintain cooperative working relationships both within the district and external.

Detail oriented.

Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students; and of staff and students with physical and learning disabilities.

WORKING CONDITIONS:

Assignments are as needed to support Taft College athletics. May require holidays or weekend work.



BOARD AGENDA ITEM

Date: July 29, 2024

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

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: Proposed reclassification of the CSEA Dental Hygiene Clinic Technician and Tutor positions.

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Tutor positions due to an accretion of duties

The parties have agreed to reclass the current Dental Hygiene Clinic Technician to the Dental Hygiene Clinic Coordinator at a Range 28 on the Classified Salary Schedule applied and implemented retroactively to July 1, 2024. The parties further agree to update the job description as agreed upon in Exhibit A "Dental Hygiene Clinic Coordinator". For reference to the previous job description, Exhibit B, "Dental Hygiene Clinic Technician," is attached.

The parties have agreed to reclass the current Tutor to the Tutor of Math and Science at a Range 18 on the Classified Salary Schedule effective July 1, 2024. The parties further agree to update the job description as agreed upon in Exhibit C "Tutor of Math and Science 28 hour". For reference to the previous job description, Exhibit D, "Tutor PT," is attached.

Terms (if applicable):

Retroactive to July 1, 2024

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

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

District Reclassification

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 Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Tutor positions due to an accretion of duties.

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

- 1) The above recitals are true and correct.
- 2) The parties have agreed to reclass the current Dental Hygiene Clinic Technician to the Dental Hygiene Clinic Coordinator at a Range 28 on the Classified Salary Schedule applied and implemented retroactively to July 1, 2024. The parties further agree to update the job description as agreed upon in Exhibit A "Dental Hygiene Clinic Coordinator". For reference to the previous job description, Exhibit B, "Dental Hygiene Clinic Technician," is attached.
- 3) The parties have agreed to reclass the current Tutor to the Tutor of Math and Science at a Range 18 on the Classified Salary Schedule effective July 1, 2024. The parties further agree to update the job description as agreed upon in Exhibit C "Tutor of Math and Science 28 hour". For reference to the previous job description, Exhibit D, "Tutor PT," is attached.
- 4) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 5) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 6) The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 7) This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

Dr. Rafe Edward Trickey, Jr., Superintendent/President
West Kern Community College District

Dated: _____

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: _____

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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



Position:	Dental Hygiene Clinic Coordinator Technician	Position Control:	
Department:	Instruction	Position Class:	Clerical/Secretarial
Gives Direction:	–	Unit:	Classified
Direct Supervisor:	Dental Hygiene Director	Salary Range:	2824
Next Level Supervisor:	Vice President of Instruction	Hours per week:	40
Educ. Admin.:	VP, Instruction	Months per year:	12
Date Revised:	3/01/2024 07/01/2024		

DEFINITION:

Under general supervision, performs duties such as processing of instruments, updating and maintaining the Safety Data Sheets (SDS), ensures compliance with Cal OSHA, Center for Disease Control (CDC) and Dental Hygiene Board of California (DHBC) regulations; performs specialized record keeping pertinent to patient records and student clinic worksheets; serves as the primary contact for the Dental Hygiene Clinic. Performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this class have a responsibility to ensure that the Dental Hygiene Clinic is fully operational and maintained in a safe and efficient manner. Serves as the initial intake for the clinic working with students, staff, and patients in an education environment providing instruction, and clinical education to dental hygiene students. Keeps current on information regarding regulations and compliance laws of the State of California. Has a high degree of accountability.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Front Office Related Duties

Serves as the clinic receptionist and patient coordinator for the Dental Hygiene Clinic.

Assists the Department in general office work, such as correspondence, schedules, reports, purchase orders, etc.

Coordinates and performs a variety of complex secretarial and clerical duties such as data entry, maintaining records, filing, processing and distributing mail; and ordering and maintaining general office supplies, and maintenance of office equipment.

Serves as a liaison to students and faculty;

Provides information and assistance to faculty, staff, students, and the public regarding the clinic, including providing public tours as requested.

Exhibit A
Exhibit B

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Checks-in all patients scheduled for clinic sessions, ensures patient paperwork is up to date and filled out properly. Accepts patient payments.

Receives and reconciles patient payments to ensure audits are correct.

Deposits all funds collected.

Develops and maintains patient appointment book for each semester and each student cohort; notifies students of cancellations and schedule changes.

Develops and maintains confidential patient files in compliance with HIPAA regulations.

Manages electronic processes to send and receive patient x-rays with other oral health providers via DENTRIX software or email, ensuring correct diagnostic order for teeth positioning.

Develops and maintains standard patient documents such as patient questionnaire forms, flyers, policies and procedures.

Attends meetings as assigned and provides administrative staff support, including taking notes and preparing minutes.

Coordinate patient satisfaction surveys.

Clinic Related Duties

Serves as a technical resource for staff and students. Assists students with the use of Dentrix (patient management software) and Dexis (x-ray software). Provide basic troubleshooting with Dentrix and Dexis systems.

Orders and maintains all clinic and lab supplies required for student instruction and learning during patient care procedures.

Maintains/troubleshoots dental equipment which includes, dental chairs, bracket tables, sterilizers, instrument processors, and radiography equipment.

Ensures that the clinic is clean and orderly following OSHA/CDC infection control mandates.

Demonstrates to students and faculty the safe and proper use of laboratory/clinic equipment, which includes radiology equipment (digital sensors, Dexis software, and other related systems).

Provides guidance to students learning to operate clinic equipment (dental chairs, instrument processing, sterilization machines, and record logbooks).

Monitors and changes water filtration cartridges when required.

Monitors and orders oxygen and nitrous oxide tanks as needed for clinic, labs, or continuing education courses.

Exhibit A
Exhibit B

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Assists the Director in the daily operations of the clinic, which includes implementing staff and student rotation schedules, providing direction on clinical procedures during emergency situations and the opening and closing of each clinic session.

Maintains audit forms required by CODA accreditation.

Develops and maintains check-out systems for equipment used daily by students to ensure equipment is returned in working order.

Completes weekly spore tests on steam sterilizers. Maintains record of all test results.

Cleans and tests all waterlines on dental and ultrasonic units each semester as required by OSHA/CDC. Maintains record of test results.

Performs routine and analytical work needed to prepare chemicals, equipment, and materials safely and correctly order, mix and keep dated material current.

Operates, maintains, adjusts, performs routine maintenance on and calibrates a variety of technical laboratory equipment; troubleshoots equipment and makes minor repairs or arranges for service repair.

Maintains safety standards by safely handling, labeling, storing, and disposing of hazardous or bio-hazardous materials properly.

Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, radiology certifications and accreditation.

Completes required paperwork as needed such as work orders, warranty registration, and yearly support of Dental Hygiene equipment.

Apprise director and faculty of problems or unexpected shortages and resource requirements in the Dental Hygiene Clinic

- Works with IT department staff to support Ascend software to ensure effective computer processes used by students (i.e., group policies, login scripts, roaming profiles, etc.). Ensure access to resources is provided as needed to support student success.
- Provide training to staff and students on Ascend software.

Performs other related duties as requested or assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Exhibit A
Exhibit B

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Desirable Qualifications:

Associates degree or equivalent
Registered Dental Assistant
Dental Assistant
Dental Office Experience
OSAP Certification

Personal:

Ability and desire to work cordially and effectively with students, staff, faculty and the general public.
Show initiative, poise, good judgment and tact.
Oriented in customer service.
Maintain confidentiality.
Detail oriented.
Dependable in attendance and punctuality.
Flexible in assuming other assignments as the need arises.
Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

Knowledge of:

Principles and practices of dental hygiene.
The subject matter and theoretical principles of dental hygiene.
The materials, equipment, supplies and laboratory methods, practices and techniques used in dental hygiene.
The care and maintenance of chemicals for required clinic laboratory studies.
The applicable tools, materials and equipment utilized in the repair, calibration and maintenance of clinical laboratory equipment and instruments.
The principles, practices and environmental health and safety regulations necessary to use and dispose of hazardous or bio-hazardous materials.
Effective methods of working with the public.
Effective written and oral skills.
Basic research and evaluation methods.
Computer applications such as Word, Excel, e-mail and internet browsers.
Basic filing methods.
Correct English usage, grammar, spelling, punctuation and vocabulary.
General secretarial skills and techniques.
Organizational and prioritization skills.
Accurate recordkeeping operations and guidelines.
Knowledge of math procedures for computation purposes.
Modern office practices, procedures and equipment.
Record keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Perform receptionist and clerical duties.
Provide information in a clear and understandable manner.
Work independently with constant interruptions.
Provide good customer service.

Exhibit A
Exhibit B

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Learn office policies, rules and practices.
Understand and follow oral and written directions.
Meet schedules and timelines.
Maintain records and prepare accurate reports.
Maintain confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cordial, cooperative and effective working relationships with others.
Learn District processes and procedures, rules, laws and regulations.
Learn District programs and services offered to students.
Read and interpret and maintain currency of knowledge of applicable state and federal laws, rules and regulations.
Be efficient and well organized.
Enter and retrieve computer information accurately.
Keep files current, accurate and in order.
Comply with requested data, reports, and fiscal operations.
Learn program referral procedures.
Learn admission requirements and waiting list system.

WORKING CONDITIONS:

Physical Requirements:

Assignments are typically 40 hours per week and 12 months per year.
May require evening, overtime, holiday or weekend hours throughout the year.
Work is generally performed indoors.

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Work is performed in an office/clinic environment and in the classrooms and laboratories of the Dental Hygiene Program serving a diverse student population with an emphasis on student success. May be exposed to an environment where chemicals, fumes, particulates and organisms can present health hazards if not handled efficiently and safely.

Supervision:

Direct Supervision is received from the Director of Dental Hygiene. Work direction may be given to student workers. May take or give work direction on projects as assigned.



Position:	Dental Hygiene Clinic Technician	Position Control:	
Department:	Instruction	Position Class:	Clerical/Secretarial
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Dental Hygiene Director	Salary Range:	24
Next Level Supervisor:	Vice President of Instruction	Hours per week:	40
Educ. Admin.:	VP, Instruction	Months per year:	12
Date Revised:	3/01/2024		

DEFINITION:

Under general supervision, performs duties such as processing of instruments, updating and maintaining the Safety Data Sheets (SDS), ensures compliance with Cal OSHA, Center for Disease Control (CDC) and Dental Hygiene Board of California (DHBC) regulations; performs specialized record keeping pertinent to patient records and student clinic worksheets; serves as the primary contact for the Dental Hygiene Clinic. Performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this class have a responsibility to ensure that the Dental Hygiene Clinic is fully operational and maintained in a safe and efficient manner. Serves as the initial intake for the clinic working with students, staff, and patients in an education environment providing instruction, and clinical education to dental hygiene students. Keeps current on information regarding regulations and compliance laws of the State of California. Has a high degree of accountability.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Front Office Related Duties

Serves as the clinic receptionist and patient coordinator for the Dental Hygiene Clinic.

Assists the Department in general office work, such as correspondence, schedules, reports, purchase orders, etc.

Coordinates and performs a variety of complex secretarial and clerical duties such as data entry, maintaining records, filing, processing and distributing mail; and ordering and maintaining general office supplies, and maintenance of office equipment.

Serves as a liaison to students and faculty;

Provides information and assistance to faculty, staff, students, and the public regarding the clinic, including providing public tours as requested.

Exhibit B

Checks-in all patients scheduled for clinic sessions, ensures patient paperwork is up to date and filled out properly.
Accepts patient payments.

Receives and reconciles patient payments to ensure audits are correct.

Deposits all funds collected.

Develops and maintains patient appointment book for each semester and each student cohort; notifies students of cancellations and schedule changes.

Develops and maintains confidential patient files in compliance with HIPAA regulations.

Manages electronic processes to send and receive patient x-rays with other oral health providers via DENTRIX software or email, ensuring correct diagnostic order for teeth positioning.

Develops and maintains standard patient documents such as patient questionnaire forms, flyers, policies and procedures.

Attends meetings as assigned and provides administrative staff support, including taking notes and preparing minutes.

Coordinate patient satisfaction surveys.

Clinic Related Duties

Serves as a technical resource for staff and students. Assists students with the use of Dentrix (patient management software) and Dexis (x-ray software). Provide basic troubleshooting with Dentrix and Dexis systems.

Orders and maintains all clinic and lab supplies required for student instruction and learning during patient care procedures.

Maintains/troubleshoots dental equipment which includes, dental chairs, bracket tables, sterilizers, instrument processors, and radiography equipment.

Ensures that the clinic is clean and orderly following OSHA/CDC infection control mandates.

Demonstrates to students and faculty the safe and proper use of laboratory/clinic equipment, which includes radiology equipment (digital sensors, Dexis software, and other related systems).

Provides guidance to students learning to operate clinic equipment (dental chairs, instrument processing, sterilization machines, and record logbooks).

Monitors and changes water filtration cartridges when required.

Monitors and orders oxygen and nitrous oxide tanks as needed for clinic, labs, or continuing education courses.

Assists the Director in the daily operations of the clinic, which includes implementing staff and student rotation schedules, providing direction on clinical procedures during emergency situations and the opening and closing of each clinic session.

Exhibit B

Maintains audit forms required by CODA accreditation.

Develops and maintains check-out systems for equipment used daily by students to ensure equipment is returned in working order.

Completes weekly spore tests on steam sterilizers. Maintains record of all test results.

Cleans and tests all waterlines on dental and ultrasonic units each semester as required by OSHA/CDC. Maintains record of test results.

Performs routine and analytical work needed to prepare chemicals, equipment, and materials safely and correctly order, mix and keep dated material current.

Operates, maintains, adjusts, performs routine maintenance on and calibrates a variety of technical laboratory equipment; troubleshoots equipment and makes minor repairs or arranges for service repair.

Maintains safety standards by safely handling, labeling, storing, and disposing of hazardous or bio-hazardous materials properly.

Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, radiology certifications and accreditation.

Completes required paperwork as needed such as work orders, warranty registration, and yearly support of Dental Hygiene equipment.

Apprise director and faculty of problems or unexpected shortages and resource requirements in the Dental Hygiene Clinic

Performs other related duties as requested or assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Desirable Qualifications:

Associates degree or equivalent
Registered Dental Assistant
Dental Assistant
Dental Office Experience
OSAP Certification

Personal:

Ability and desire to work cordially and effectively with students, staff, faculty and the general public.
Show initiative, poise, good judgment and tact.
Oriented in customer service.
Maintain confidentiality.

Exhibit B

Detail oriented.

Dependable in attendance and punctuality.

Flexible in assuming other assignments as the need arises.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

Knowledge of:

Principles and practices of dental hygiene.

The subject matter and theoretical principles of dental hygiene.

The materials, equipment, supplies and laboratory methods, practices and techniques used in dental hygiene.

The care and maintenance of chemicals for required clinic laboratory studies.

The applicable tools, materials and equipment utilized in the repair, calibration and maintenance of clinical laboratory equipment and instruments.

The principles, practices and environmental health and safety regulations necessary to use and dispose of hazardous or bio-hazardous materials.

Effective methods of working with the public.

Effective written and oral skills.

Basic research and evaluation methods.

Computer applications such as Word, Excel, e-mail and internet browsers.

Basic filing methods.

Correct English usage, grammar, spelling, punctuation and vocabulary.

General secretarial skills and techniques.

Organizational and prioritization skills.

Accurate recordkeeping operations and guidelines.

Knowledge of math procedures for computation purposes.

Modern office practices, procedures and equipment.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Ability to:

Perform receptionist and clerical duties.

Provide information in a clear and understandable manner.

Work independently with constant interruptions.

Provide good customer service.

Learn office policies, rules and practices.

Understand and follow oral and written directions.

Meet schedules and timelines.

Maintain records and prepare accurate reports.

Maintain confidentiality.

Communicate effectively both orally and in writing.

Establish and maintain cordial, cooperative and effective working relationships with others.

Learn District processes and procedures, rules, laws and regulations.

Learn District programs and services offered to students.

Read and interpret and maintain currency of knowledge of applicable state and federal laws, rules and regulations.

Be efficient and well organized.

Enter and retrieve computer information accurately.

Keep files current, accurate and in order.

Exhibit B

Comply with requested data, reports, and fiscal operations.

Learn program referral procedures.

Learn admission requirements and waiting list system.

WORKING CONDITIONS:

Physical Requirements:

Assignments are typically 40 hours per week and 12 months per year.

May require evening, overtime, holiday or weekend hours throughout the year.

Work is generally performed indoors.

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Work is performed in an office/clinic environment and in the classrooms and laboratories of the Dental Hygiene Program serving a diverse student population with an emphasis on student success. May be exposed to an environment where chemicals, fumes, particulates and organisms can present health hazards if not handled efficiently and safely.

Supervision:

Direct Supervision is received from the Director of Dental Hygiene. Work direction may be given to student workers. May take or give work direction on projects as assigned.



Position:	Tutor, Math and Science	Position Control:	0000051
Department:	Instruction	Position Class:	Instructional
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Pre-Collegiate Success Coordinator Learning Center Director	Salary Range:	18
Next Level Supervisor:	Vice President of Instruction-	Hours per week:	4028
Educ. Admin Date Established.:	Vice President of Instruction 7/1/2024	Months per year:	129
Date Established Revised:	7/1/2024	FLSA Exemption Status:	Non-Exempt

DEFINITION

Under general supervision, provides tutoring services and learning assistance in variety of subject matter as assigned; works in conjunction with the involved faculty of discipline; performs related duties as assigned.

CLASS CHARACTERISTICS

Employees in this classification provide tutoring and learning assistance of students in assigned subject matters.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Tutor students needing assistance in assigned subject matter using the tutoring cycle and adult learning theory.

Tutor and provide learning assistance to students individually or in groups in designated subject and skills areas for concept understanding, skills acquisition, and comprehension facilitation.

Meet with appropriate instructors for direction and visit classes.

Attend requested classes and provide assistance to students.

Plan, conduct and/or facilitate small and large tutorial and learning assistance study sessions with students following instructor's guidelines on requested topics and concepts.

Accommodate student's need for immediate assistance and answer students' questions in open lab settings.

Provide assistance to students in the use of instructional computer software, equipment and appropriate tutoring and/or learning methods and procedures.

Exhibit C

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Maintain tutoring and study session appointments with students.

Maintain proper accounting of time, and keep records of each student's progress, lab usage, tutorial attendance or participation, and/or learning assistance, study session attendance or participation.

Assist students in improving their study skills to better understand content and concepts.

Help students increase their self-awareness and develop student and learning strategies.

Help students expand their critical thinking and problem solving skills.

Assist students in taking an active role towards their academic success.

Follow and apply established lab and tutoring policy and procedures.

Confer with instructor on student progress, tutorials, learning assistance study sessions, and provide constructive feedback.

Assist in maintaining, and developing, as needed, a collection of resource materials (in print, online, video, etc.)

Establish rapport with students, faculty, tutors and staff.

Attend meetings, workshops and training as assigned.

Perform other related duties as requested or assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience

Associate degree or equivalent. Successful course completion work in math and sciences. Experience in tutoring or teaching adults specific to Math, Chemistry, Biology and other sciences.

Desirable Qualifications

Bilingual: Spanish/English.

Personal:

Ability and desire to work effectively with students, staff and the general public and adapt to various teaching and learning styles.

Show initiative, poise, good judgment and tact.

Detail oriented.

Oriented in customer service.

Dependable in attendance and punctuality.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.

Exhibit C

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Flexible in assuming other assignments as the need arises.

Knowledge of:

Basic record keeping for tracking and recording student progress.
Assigned subject matter.
Computer assisted instructional programs.
Study skills, tutoring cycle, adult learning styles and theory, goals setting and time management.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Effective methods of working with the public.
Effective written and oral skills.
Computer applications such as Word, Excel, e-mail and internet browsers.
Basic filing methods.
Organizational and prioritization skills.

Ability to:

Tutor in assigned subject matter.
Apply the tutoring cycle and adult learning theory.
Adapt to changes.
Access information in various formats.
Maintain confidential student files and materials in a sensitive and respectful manner.
Meet the general public, students, faculty and staff members cordially and effectively.
Enter and retrieve computer information accurately and in a timely manner.
Use or learn to use up-to-date computer technology.
Maintain detailed records and keep current, accurate and in order.
Follow both oral and written directions accurately.
Organize work in a multitasking environment.
Effectively communicate with students, faculty and colleagues.

WORKING CONDITIONS:

Work is general performed indoors.
Assignments are typically 40 hours per week, 12 months per year.
May require evening, extra hours, holiday or weekend hours throughout the year.

Physical Requirements:

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities

Environment

Exhibit C

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Work is generally performed in a learning lab setting in a community college campus environment serving a diverse student population with an emphasis on student success.

Supervision

Direct Supervision is received from the Pre-Collegiate Success Coordinator. Work direction may be given to student workers. No supervision is exercised. May take or give work direction on projects as assigned.



Position:	Tutor	Position Control:	
Department:	Instruction	Position Class:	Instructional
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Pre-Collegiate Success Coordinator	Salary Range:	13
Next Level Supervisor:	--	Hours per week:	19
Educ. Admin.:	Vice President of Instruction	Months per year:	9
Date Revised:	10/19	FLSA Exemption Status:	Non-Exempt

DEFINITION

Under general supervision, provides tutoring services and learning assistance in variety of subject matter as assigned; works in conjunction with the involved faculty of discipline; performs related duties as assigned.

CLASS CHARACTERISTICS

Employees in this classification provide tutoring of students in a variety of subject matter.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

1. Tutor students needing assistance in assigned subject matter using the tutoring cycle and adult learning theory.
2. Assist students in improving their study skills to better understand content and concepts.
3. Help students increase their self-awareness and develop student and learning strategies.
4. Help students expand their critical thinking and problem solving skills.
5. Assist students in taking an active role towards their academic success.
6. Assist students with assigned subject matter questions in open lab settings.
7. Maintain appointments with students.
8. Keep records of each student’s progress and lab usage.
9. Maintain tutoring time on the student’s records and maintain related records.
10. Meet and communicate with instructors and visit classes.
11. Follow and apply established lab and tutoring policy and procedures.
12. Attend meetings, workshops and training as assigned.
13. Assist with training for student tutors.
14. Perform tutoring using online tutoring resources such as Cranium Café and/or Zoom.
15. Perform other related duties as requested or assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Exhibit D

Education and Experience

- Associate degree or equivalent.
- Successful completion of coursework required for the tutoring assignment.
- Experience teaching, tutoring or as an instructional aide.
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.

Desirable Qualifications

- Experience with or training in AVID Socratic tutoring.
- Experience in tutoring or teaching adults in the areas of Math, Chemistry, Biology, other sciences, English and writing.
- Bilingual: Spanish/English.

Personal

- Ability and desire to work effectively with students, staff and the general public and adapt to various teaching and learning styles.
- Show initiative, poise, good judgment and tact.
- Detail oriented.
- Oriented in customer service.
- Dependable in attendance and punctuality.
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.
- Flexible in assuming other assignments as the need arises.

Knowledge of

- Familiarity with college writing style guides (ie. APA, MLA) and how to identify plagiarism.
- Basic record keeping for tracking and recording student progress.
- Assigned subject matter.
- Computer assisted instructional programs.
- Study skills, tutoring cycle, adult learning styles and theory, goals setting and time management.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Effective methods of working with the public.
- Effective written and oral skills.
- Computer and iPad applications such as Word, Excel, e-mail and internet browsers.
- Basic filing methods.
- Organizational and prioritization skills.

Ability to

- Tutor in assigned subject matter.
- Apply the tutoring cycle and adult learning theory.

Exhibit D

- Adapt to changes.
- Access information in various formats.
- Maintain confidential student files and materials in a sensitive and respectful manner.
- Meet the general public, students, faculty and staff members cordially and effectively.
- Enter and retrieve computer information accurately and in a timely manner.
- Use or learn to use up-to-date computer technology.
- Maintain detailed records and keep current, accurate and in order.
- Follow both oral and written directions accurately.
- Organize work in a multitasking environment.
- Effectively communicate with students, faculty and colleagues.
- Ability to lift and carry 25 pounds such as paper and reports.
- Ability to bend and reach to retrieve and file supplies, equipment and documents.
- Sit for long periods of time.
- Vision sufficient to read documents and computer terminal displays.
- Speech and hearing to communicate in person, computer or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.

Working Conditions:

Assignments are typically 19 hours per week and 9 months per year. May require over-time, holiday or weekend work to meet deadlines. Work is generally performed in a learning lab setting in a community college campus environment serving a diverse student population with an emphasis on student success.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Date: August 7, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: CSEA Job Creation – Direct Support Aid

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Direct Support Aid position and related job description, effective July 1, 2024.

The parties agree to implement a new position entitled Direct Support Aid at range 01 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Direct Support Aid job description is attached as Exhibit A.

Terms (if applicable):

N/A

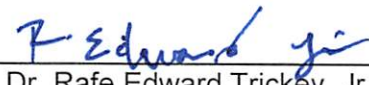
Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:



Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

**California School Employees Association and its
Taft College Chapter #543**

And

West Kern Community College District

Job Description Creation – Direct Support Aid

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Direct Support Aid position and related job description, effective July 1, 2024.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to implement a new position entitled Direct Support Aid at range 01 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Direct Support Aid job description is attached as Exhibit A.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU 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 and the District’s Governing Board.

Dr. Rafe Edward Trickey, Jr., 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

Exhibit A



Position:	Direct Support Aide	Position Control:	00000019
Department:	Administrative Services	Position Class:	Student Support Non - Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Direct Support Facilitator	Salary Range:	01
Next Level Supervisor:	TIL Program Director	Hours per Week:	
Educ. Admin.:	Superintendent/President	Months per year:	11
Date Established:		FLSA Exemption Status:	Non-Exempt

DISCLAIMER

This program is categorically funded and continued employment is contingent on adequate availability of funds.

DEFINITION

Under general supervision, the primary function of the Direct Support Aide is to assist program leadership with implementation of the academic and functional aspect of the Transition to Independent Living (TIL) program. Employees in this class provide supplemental educational and life skills assistance to students under the direction of an instructor; may assist instruction in classroom setup and maintenance of facilities, supplies and recordkeeping; accompany students on community excursions, leisure activities and other off campus locations to help students become integrated into society.

CLASS CHARACTERISTICS

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Assist in the implementation and development of the functional component of the Transition to Independent Living Program.

Assist students in completing assignments (in class and outside class) by doing assignments with, not for, students.

Demonstrate various functional skills (i.e. making bed, sweeping/mopping floor, cleaning bathroom, etc.)

Assist with implementation and completing initial assessment and periodic evaluation (grades) of students.

Exhibit A

Assist in modifying objectives specific to the individual needs of students with developmental disabilities.

Assist with the development of various materials associated with behavioral support.

Responsible for the safety and welfare of students assigned to the program.

Use electronic records management software to maintain accurate student records including attendance.

Administer First Aid and CPR, if necessary.

Report abuse/harassment to appropriate agencies/staff.

Document and report special incidents to appropriate agencies and staff.

Report emergencies following established processes and procedures.

Transport students, as assigned, following established procedures and ensuring that student safety is paramount.

Assist with the implementation of student activities on weekends/evenings/holidays and/or Taft College vacation days, as assigned.

Perform related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience: High school diploma or equivalent; plus two years of experience working with adults with intellectual and developmental disabilities; OR Associates degree in related field and prior experience working with adults with intellectual and developmental disabilities; AND

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Desirable Qualifications

Prior experience working with adults with intellectual and learning disabilities;

Experience using Microsoft Word and Excel;

Experience using Canvas or other related system;

Ability to develop rapport with students having intellectual and developmental disabilities.

Ability to and willingness to assist students and promote good relationships.

Ability to demonstrate fairness and patience in the performance of duties.

Exhibit A

Ability to use tact and good judgment regarding interactions with students. Pursuit of degree or training in Disability Studies or related field.

Personal

Willingness to assist students to develop their full potential and promote good relationships.

Dependable.

Punctual.

Detail oriented.

Ability and desire to establish and maintain cooperative working relationships in the performance of duties.

Show initiative, poise, good judgment and tact.

Maintain confidentiality.

Flexible and willing to assume other assignments as the need arises.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Special Licenses/Certifications

Valid California Driver's license.

First Aid and CPR certifications.

WORKING CONDITIONS

Assignments are typically 19 hours per week and 11 months per year. May be assigned to a specific residence hall. Work may be indoors or outdoors to meet the students and college schedule. Work schedule may vary to include days, evenings or weekends and may include assigned overtime. Will be required to follow proper safety precautions and college safety procedures. During scheduled student or college breaks, may be assigned other duties or assignments for the college. May require extra hours to be worked which may include evening or weekend hours throughout the year. May involve travel, to include field trips with students, assisting students with appointments, attending workshops, training or meetings.

Physical Requirements:

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.

Exhibit A

5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to lift and carry 50 pounds.
7. Ability to reach in all directions.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

ENVIRONMENT

The Transition to Independent Living program is an educational residence hall experience for intellectually and developmentally disabled adults staffed 24 hours per day, seven days a week and may be closed during college academic breaks. Instruction is offered in meal preparation, money management, shopping and housekeeping, use of appliances, safety, communication, transportation, personal care and interpersonal relationships. The program is primarily on the Taft College campus.

SUPERVISION

Supervision is received from the TIL Direct Support Facilitator and TIL Program Director. May take or give work directions on projects as assigned. This position has no supervisory duties.

PAY RANGE

Range 1 on the Classified Employees Salary Schedule/Non-Exempt.



BOARD AGENDA ITEM

Date: August 7, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Approval: CSEA Job Creation – Dental Hygiene Clinic Coordinator

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Dental Hygiene Clinic Coordinator position and related job description, effective July 1, 2024.

The parties agree to implement a new position entitled Dental Hygiene Clinic Coordinator at range 28 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Dental Hygiene Clinic Coordinator job description is attached as Exhibit A.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____



Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

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

Job Description Creation – Dental Hygiene Clinic Coordinator

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Dental Hygiene Clinic Coordinator position and related job description, effective July 1, 2024.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to implement a new position entitled Dental Hygiene Clinic Coordinator at range 28 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Dental Hygiene Clinic Coordinator job description is attached as Exhibit A.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU 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 and the District’s Governing Board.

Dr. Rafe Edward Trickey, Jr., 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



Position:	Dental Hygiene Clinic Coordinator	Position Control:	
Department:	Instruction	Position Class:	Clerical/Secretarial
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Dental Hygiene Director	Salary Range:	28
Next Level Supervisor:	Vice President of Instruction	Hours per week:	40
Educ. Admin.:	VP, Instruction	Months per year:	12
Date Revised:	7/01/2024		

DEFINITION:

Under general supervision, performs duties such as processing of instruments, updating and maintaining the Safety Data Sheets (SDS), ensures compliance with Cal OSHA, Center for Disease Control (CDC) and Dental Hygiene Board of California (DHBC) regulations; performs specialized record keeping pertinent to patient records and student clinic worksheets; serves as the primary contact for the Dental Hygiene Clinic. Performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this class have a responsibility to ensure that the Dental Hygiene Clinic is fully operational and maintained in a safe and efficient manner. Serves as the initial intake for the clinic working with students, staff, and patients in an education environment providing instruction, and clinical education to dental hygiene students. Keeps current on information regarding regulations and compliance laws of the State of California. Has a high degree of accountability.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Front Office Related Duties

- Serves as the clinic receptionist and patient coordinator for the Dental Hygiene Clinic.
- Assists the Department in general office work, such as correspondence, schedules, reports, purchase orders, etc.
- Coordinates and performs a variety of complex secretarial and clerical duties such as data entry, maintaining records, filing, processing and distributing mail; and ordering and maintaining general office supplies, and maintenance of office equipment.
- Serves as a liaison to students and faculty;
- Provides information and assistance to faculty, staff, students, and the public regarding the clinic, including providing public tours as requested.
- Checks-in all patients scheduled for clinic sessions, ensures patient paperwork is up to date and filled out properly. Accepts patient payments.
- Receives and reconciles patient payments to ensure audits are correct.
- Deposits all funds collected.
- Develops and maintains patient appointment book for each semester and each student cohort; notifies students of cancellations and schedule changes.
- Develops and maintains confidential patient files in compliance with HIPAA regulations.

Exhibit A

- Manages electronic processes to send and receive patient x-rays with other oral health providers via DENTRIX software or email, ensuring correct diagnostic order for teeth positioning.
- Develops and maintains standard patient documents such as patient questionnaire forms, flyers, policies and procedures.
- Attends meetings as assigned and provides administrative staff support, including taking notes and preparing minutes.
- Coordinate patient satisfaction surveys.

Clinic Related Duties

- Serves as a technical resource for staff and students. Assists students with the use of Dentrix (patient management software) and Dexis (x-ray software). Provide basic troubleshooting with Dentrix and Dexis systems.
- Orders and maintains all clinic and lab supplies required for student instruction and learning during patient care procedures.
- Maintains/troubleshoots dental equipment which includes, dental chairs, bracket tables, sterilizers, instrument processors, and radiography equipment.
- Ensures that the clinic is clean and orderly following OSHA/CDC infection control mandates.
- Demonstrates to students and faculty the safe and proper use of laboratory/clinic equipment, which includes radiology equipment (digital sensors, Dexis software, and other related systems).
- Provides guidance to students learning to operate clinic equipment (dental chairs, instrument processing, sterilization machines, and record logbooks).
- Monitors and changes water filtration cartridges when required.
- Monitors and orders oxygen and nitrous oxide tanks as needed for clinic, labs, or continuing education courses.
- Assists the Director in the daily operations of the clinic, which includes implementing staff and student rotation schedules, providing direction on clinical procedures during emergency situations and the opening and closing of each clinic session.
- Maintains audit forms required by CODA accreditation.
- Develops and maintains check-out systems for equipment used daily by students to ensure equipment is returned in working order.
- Completes weekly spore tests on steam sterilizers. Maintains record of all test results.
- Cleans and tests all waterlines on dental and ultrasonic units each semester as required by OSHA/CDC. Maintains record of test results.
- Performs routine and analytical work needed to prepare chemicals, equipment, and materials safely and correctly order, mix and keep dated material current.
- Operates, maintains, adjusts, performs routine maintenance on and calibrates a variety of technical laboratory equipment; troubleshoots equipment and makes minor repairs or arranges for service repair.
- Maintains safety standards by safely handling, labeling, storing, and disposing of hazardous or bio-hazardous materials properly.
- Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, radiology certifications and accreditation.
- Completes required paperwork as needed such as work orders, warranty registration, and yearly support of Dental Hygiene equipment.
- Apprise director and faculty of problems or unexpected shortages and resource requirements in the Dental Hygiene Clinic
- Works with IT department staff to support Ascend software to ensure effective computer processes used by students (i.e., group policies, login scripts, roaming profiles, etc.). Ensure access to resources is provided as needed to support student success.

Exhibit A

- Provide training to staff and students on Ascend software.
- Performs other related duties as requested or assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Desirable Qualifications:

Associates degree or equivalent
Registered Dental Assistant
Dental Assistant
Dental Office Experience
OSAP Certification

Personal:

Ability and desire to work cordially and effectively with students, staff, faculty and the general public.
Show initiative, poise, good judgment and tact.
Oriented in customer service.
Maintain confidentiality.
Detail oriented.
Dependable in attendance and punctuality.
Flexible in assuming other assignments as the need arises.
Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

Knowledge of:

Principles and practices of dental hygiene.
The subject matter and theoretical principles of dental hygiene.
The materials, equipment, supplies and laboratory methods, practices and techniques used in dental hygiene.
The care and maintenance of chemicals for required clinic laboratory studies.
The applicable tools, materials and equipment utilized in the repair, calibration and maintenance of clinical laboratory equipment and instruments.
The principles, practices and environmental health and safety regulations necessary to use and dispose of hazardous or bio-hazardous materials.
Effective methods of working with the public.
Effective written and oral skills.
Basic research and evaluation methods.
Computer applications such as Word, Excel, e-mail and internet browsers.
Basic filing methods.
Correct English usage, grammar, spelling, punctuation and vocabulary.
General secretarial skills and techniques.
Organizational and prioritization skills.
Accurate recordkeeping operations and guidelines.
Knowledge of math procedures for computation purposes.

Exhibit A

Modern office practices, procedures and equipment.
Record keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Perform receptionist and clerical duties.
Provide information in a clear and understandable manner.
Work independently with constant interruptions.
Provide good customer service.
Learn office policies, rules and practices.
Understand and follow oral and written directions.
Meet schedules and timelines.
Maintain records and prepare accurate reports.
Maintain confidentiality.
Communicate effectively both orally and in writing.
Establish and maintain cordial, cooperative and effective working relationships with others.
Learn District processes and procedures, rules, laws and regulations.
Learn District programs and services offered to students.
Read and interpret and maintain currency of knowledge of applicable state and federal laws, rules and regulations.
Be efficient and well organized.
Enter and retrieve computer information accurately.
Keep files current, accurate and in order.
Comply with requested data, reports, and fiscal operations.
Learn program referral procedures.
Learn admission requirements and waiting list system.

WORKING CONDITIONS:

Physical Requirements:

Assignments are typically 40 hours per week and 12 months per year.
May require evening, overtime, holiday or weekend hours throughout the year.
Work is generally performed indoors.

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Work is performed in an office/clinic environment and in the classrooms and laboratories of the Dental Hygiene Program serving a diverse student population with an emphasis on student success. May be exposed to an environment where chemicals, fumes, particulates and organisms can present health hazards if not handled efficiently and safely.

Supervision:

Exhibit A

Direct Supervision is received from the Director of Dental Hygiene. Work direction may be given to student workers. May take or give work direction on projects as assigned.

BOARD AGENDA ITEM

Date: July 24, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:
Request for Approval: CSEA Job Description Revisions

Background:
As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of the User Support Specialist, Skilled Maintenance Worker, Direct Support Coordinator, TIL Lead Direct Support Coordinator, Senior Secretary, TIL, and Library Technician I positions and related job descriptions, effective August 1, 2024.

The revisions to the job descriptions for these positions are attached as Exhibit A through F.

The attached MOU outlines the details of the change to the relevant CSEA positions.

Terms (if applicable): _____
N/A

Expense (if applicable):
N/A

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

Approved:  _____
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Memorandum of Understanding

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

Job Description Revisions

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) hereby agree to the following Memorandum of Understanding and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding revision of the User Support Specialist, Skilled Maintenance Worker, Direct Support Coordinator, TIL Lead Direct Support Coordinator, Senior Secretary, TIL, and Library Technician I positions and related job descriptions, effective August 1, 2024.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to update the job descriptions as agreed upon in Exhibit A “User Support Specialist”, Exhibit B “Skilled Maintenance Worker”, Exhibit C “Direct Support Coordinator”, Exhibit D “TIL Lead Direct Support Coordinator”, Exhibit E “Senior Secretary, TIL”, and Exhibit F “Library Technician I”.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU 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 and the District’s Governing Board.

Dr. Rafe Edward Trickey, Jr., 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



Position:	User Support Specialist	Position Control:	
Department:	Information Technology Services	Position Class:	
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Executive Director of Information Technology Services Vice President of Information and Institutional Effectiveness	Salary Range:	30
Next Level Supervisor:		Hours per week:	40
Educ. Admin.:	Superintendent/President	Months per year:	12
Date Established/Revised:	6/26/2024	FLSA Exemption:	Non-Exempt

GENERAL RESPONSIBILITIES

The User Support Specialist is responsible to the ~~Executive Director~~ Vice President of Information Technology Services Institutional Effectiveness, for the training and support of the end users of the District's information systems. The User Support Specialist develops functional and technical specifications, assists with procedural documentation, ensures appropriate data verification, provides necessary support to the delivery of regulatory reporting, and provides the analyst/programmers with necessary testing data.

DUTIES AND RESPONSIBILITIES

1. Ensures effective and efficient use of the District's administrative information systems (primarily Ellucian/Banner) through end user training and documentation.
2. Provides data verification when application programs have been added or modified.
3. Ensures regulatory reports (e.g. MIS) are delivered accurately and on-time.
4. Assists staff in the Institutional Research department with regulatory reporting (e.g. IPEDS).
5. Develops high-level inquiry-type reports for ad-hoc requirements.
6. Assists in the establishment of internal department standards, policies, and procedures.
7. Develops functional and technical specifications in response to end user's requests for programming and/or procedural changes to the information system.
8. Consults with and advises other College departments interested in appropriate alternative uses of the District's information systems.
9. Remains knowledgeable about all aspects of regulatory requirements at the federal, state, and local levels and especially as it impacts Taft Community College.
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- ~~1.~~ Associate degree or higher from an accredited institution and :
- ~~2.1.~~ ~~1.~~ ~~1~~ Three years of experience with application software which must include experience with an administrative information system, or Bachelor's degree in related field and one year of experience.
- ~~3.2.~~ Experience using inquiry tools and with developing functional and technical specifications.
- ~~4.3.~~ Knowledge and ability to develop software standards and procedures.

DESIRABLE QUALIFICATIONS

1. California Community College experience.
2. Experience with enterprise resource planning systems (e.g. Banner, Colleague).
3. Knowledge and understanding of California Community College state and federal reporting requirements.
4. Experience as a trainer of end users of an information system.

SPECIAL KNOWLEDGE AND SKILLS

1. Knowledge of functional and technical specification writing.
2. Knowledge of Banner 9 or a functionally similar enterprise resource planning system.
3. Knowledge of regulatory reporting requirements.
4. Knowledge of data verification procedures.
5. Ability to create testing criteria and exam results of system test.
6. Knowledge of standards and procedures.
7. Ability to train end users.
8. Strong communication and interpersonal skills.
9. Ability to interpret policy, procedures, and data.
10. Demonstrated understanding of and commitment to cultural diversity.

PHYSICAL REQUIREMENTS

1. Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:
2. Ability to work at a desk, conference table or in meetings of various configurations.
3. Ability to stand and circulate for extended periods of time.

| **Exhibit A**

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4. Ability to see for purposes of reading laws, codes, rules, policies and other printed and on-screen information.

PHYSICAL REQUIREMENTS, Continued

5. Ability to hear and understand speech at normal levels.
6. Ability to communicate so others will be able to clearly understand a normal conversation.
- ~~8.7.~~ Ability to lift and carry 25 lbs.
- ~~9.8.~~ Ability to reach in all directions.

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Reasonable accommodations will be made for candidates with physical disabilities.

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Position:	Skilled Maintenance Worker	Position Control:	
Department:	Facilities Maintenance and Operations	Position Class:	Maintenance & Operations
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Supervisor of Maintenance & Operations Director of Facilities and Planning	Salary Range:	4925 (approved in sal survey)
Next Level Supervisor:	Executive Vice President of Administrative Services	Hours per week:	40
Educ. Admin.:	Executive Vice President of Administrative Services Executive Vice President of Administrative Services	Months per year:	12
Date Established/Revised:	11/07/19 rev 5/1/2024	FLSA Exemption Status	Non-Exempt

DEFINITION:

Under the general supervision of the Director of Facilities and Planning supervision, performs a variety of skilled and semi-skilled maintenance and repair duties including repair of buildings, equipment, and furnishings, heating and air conditioning; performs routine custodial or grounds; performs related duties as required to assist with the smooth and orderly operation of the college buildings and grounds.

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CLASS CHARACTERISTICS:

Employees in this classification are responsible for the more complex maintenance and repair duties on the college campus or other college facilities.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Perform skilled and semi-skilled duties in the maintenance, repair and construction of District buildings and equipment in one or more of the building maintenance trades;
- Performs moderate to heavy manual labor;
- ~~Performs plumbing repairs.~~ Inspects, maintains, and repairs complete plumbing systems, unplug sewers, repair water faucets and restroom fixtures;

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Exhibit B

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- Performs a variety of painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes;

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• REPRESENTATIVE DUTIES, continued;

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- Performs a variety of journey-level carpentry duties. Constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, chairs, benches, tables, sheds, scaffolds, forms, frames, window frames, fences and stairways;
- Inspects roofs. Repairs minor roof leaks and potential roof leaks. Performs preventive maintenance of roofs. Documents work performed and overall roof conditions;
- Installs, repairs, and performs a variety of locksmith and door hardware duties;
- Perform routine maintenance work in the limited repair and servicing of HVAC systems;

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- Install and repair electrical wiring, fixtures, and appliances. Performs basic electrical servicing and installation such as changing and installing lights, ballasts, outlets, and switches;
- Operate a wide variety of hand and power tools and equipment including motor vehicles, grinder, jointer, bench sander, power hand tools, saws and various tools used in the maintenance trades;
- Take appropriate action following departmental practices and refer to supervisor as appropriate;
- Assists with inspection of facilities and equipment for safety; assists with scheduled preventative maintenance planning;
- Maintains required records and makes reports. Prepares reports on work completed and materials used;
- Drives and/or operates equipment including light tractors, skip loaders, forklift and other labor-saving devices. Participate in the maintenance of vehicles as assigned;
- Drives and/or operates district owned vehicles; may drive and set up at offsite locations;
- Pick up and deliver equipment, assemble and move furniture and set up equipment for meetings, classes and special events;
- Utilizes personal protective equipment (PPE) as required;
- Respond to emergency situations and respond appropriately;
- Assist in the perform with custodial and grounds duties, when required;
- Performs other duties as required.

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Maintains and repairs on all district owned and leased on and off campus facilities.

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Maintains and repairs equipment, tools and materials as assigned.

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Exhibit B

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Maintains air conditioning and heating systems at on-campus and off-campus sites consisting of routine inspections of filters and minor repairs. Assists with major repairs.

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Performs preventative maintenance on motors and equipment.

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May perform or be responsible for emergency repairs.

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May perform custodial duties to maintain areas as assigned.

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May perform grounds-keeping duties to maintain areas as assigned.

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Assists with scheduling and training student workers.

REPRESENTATIVE DUTIES, continued:

Assists with scheduling and training of employees as assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

Education and Experience:

A high school diploma or equivalent and three (3) years performing plant maintenance duties such as heating, plumbing, carpentry, electrical work with modern and technological maintenance practices and procedures. Some work experience in custodial practices and procedures.

Desirable Qualification:

Course work or training in air conditioning, heating, and plant maintenance.

Personal:

Be available for emergency repairs.
Work well with student employees, faculty, staff and students.
Sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Special Licenses/Certifications:

Valid California Driver License
Acceptable driving record and qualify for insurability by the District's insurance carrier

Knowledge of:

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Plumbing, electrical, heating and air conditioning maintenance, upkeep and repair.
Basic maintenance and repair of motors and equipment used in electrical, heating and air conditioning.

Basic carpentry, electrical, plumbing, HVAC and custodial practices and procedures.
Proper lifting techniques.

Ability to:

Read and write at a level sufficient to perform duties.
Perform repair mechanical equipment and plumbing.
Perform basic repair of mechanical equipment.
Perform basic maintenance duties to ensure that college buildings and grounds are in a safe, clean and comfortable condition.
Assist with the general maintenance and repair of sprinklers.
Operate a variety of tools.
Maintain tools and equipment in a safe and orderly manner.
Meet assigned schedule.
Learn college safety practices and procedures.

Ability to, continued:

Communicate orally and in writing.
Follow safe work practices.
Assist and direct the work of student workers

WORKING CONDITIONS

Indoor and outdoor work environment in all weather conditions.
Regular exposure to fumes, dust, and odors.
Loud noise from outdoor equipment operation.
May be assigned to work days, evenings, weekends and holidays.
May be assigned overtime.
May drive a fork lift or other vehicle to perform duties.
May be assigned to a varied or rotating shift.
May be assigned to specific locations on the college campus or other college property.
May be exposed to pesticides or other chemicals used in controlling pests and weed abatement.
Will be required to follow proper safety precautions and follow college safety procedures.

Physical Requirements:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1. Ability to stand and circulate for extended periods of time.
2. Ability to see for purposes of reading labels, instructions, rules, and policies.

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Exhibit B

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3. Ability to hear and communicate to receive and give instructions.
4. Ability to bend and twist, push and pull, stoop, kneel and crawl.
5. Ability to lift and carry 50 pounds.
6. Ability to reach in all directions.
7. Ability to work at heights.
8. Ability to ascend and descend ladders.
9. Ability to operate mechanical and hand equipment.
10. Manual dexterity to handle and operate materials and equipment.
11. Freedom from allergies sufficient to perform duties.
12. Vision to read work requests, manuals and diagrams.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Community college campus serving a diverse student population, which includes a Children's Center, student athletic dorms fields and other college grounds facilities. Small-grounds- maintenance staff requiring flexibility to provide accessible, clean and attractive environment for students, faculty and staff.

SUPERVISION:

Supervision is received from the ~~Supervisor of Maintenance and Operations~~ Director of Facilities and Planning and the ~~Executive~~ Vice President of Administrative Services. No supervision is exercised. ~~May take or give work direction or provide assistance on projects as assigned, or in the absence of the Supervisor of Maintenance and Operations.~~

PAY RANGE

Range ~~125199~~ on the Classified Employees Salary Schedule/Non-Exempt.

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Exhibit C



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Position:	<u>Direct Support Coordinator</u> <u>Life Skills Aide</u>	Position Control:	<u>00000020</u>
Department:	<u>Student Services</u> <u>Instructional Administrative Services</u>	Position Class:	Student Support Non - Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Direct Support Facilitator	Salary Range:	13
Next Level Supervisor:	TIL Program Director	<u>Full or Part-Time?</u> <u>Hours per Week:</u>	<u>19</u> <u>Part-Time</u>
Educ. Admin.:	<u>VP Instructional Services</u> <u>Superintendent/President</u>	Months per year:	11
Date Established:		FLSA Exemption Status:	Non-Exempt

DISCLAIMER

This program is categorically funded and continued employment is contingent on adequate availability of funds.

DEFINITION

Under general supervision, the primary function of the Direct Support Coordinator is to assist the Direct Support Facilitator with implementation of the functional aspect of the Transition to Independent Living (TIL) program. Employees in this class provide supplemental educational and life skills assistance to students under the direction of an instructor; may assist instruction in classroom setup and maintenance of facilities, supplies and recordkeeping; accompany students on community excursions, to medical appointments, job sites, leisure activities and other off campus locations to help students become integrated into society.

~~Under general supervision, assist the Direct Support Facilitator with implementation and development of the functional component of the Transition to Independent Living (TIL) program including behavioral support. Perform related duties as required.~~

CLASS CHARACTERISTICS

~~The primary function of the Life Skills Aide is to assist the Direct Support Facilitator with implementation of the functional aspect of the Transition to Independent Living (TIL) program. Employees in this class provide supplemental educational and life skills~~

Exhibit C

assistance to students under the direction of an instructor; may assist instruction in classroom setup and maintenance of facilities, supplies and recordkeeping; accompany students on community excursions, to medical appointments, job sites, leisure activities and other off campus locations to help students become integrated into society.

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REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Assist in the implementation and development of the functional component of the Transition to Independent Living Program.
- Complete initial assessment and periodic evaluation (grades) of students.
- Serve as a resource for students: referring to appropriate campus resources. (Counselor, DSPS, etc.)
- Support students in community and campus membership.
- May include: serving as health and wellness coach (workout buddy, mobility training, etc...), serving as a social coach (attending social activities with students);
- Models appropriate social behavior.
- Support students in academically (assist with time management, accessing tutoring services, etc.)
-

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Assist in modifying objectives specific to the individual needs of students with developmental disabilities.

Assist with planning and implementation of functional objectives.

Assist with the development of various materials associated with behavioral support.

REPRESENTATIVE DUTIES, continued

Observe and participates in the evaluation of program participants.

Assist and trains students in the maintenance and care of equipment and facilities.

Responsible for the safety and welfare of students assigned to the program.

Maintain accurate student records including attendance.

As directed, assists students with taking medications on schedule and in appropriate dosages.

Administer First Aid and CPR, if necessary.

Exhibit C

Assist with the minor repair and maintenance of office equipment in the TIL Residence Hall.

Report emergencies following established processes and procedures.

Transport students, as assigned.

Facilitate student activities on Taft College vacation days, as assigned.

- May include assistance and support with any outside class work; support students in completing assignments;
- Assist and trains students in the maintenance and care of equipment and facilities.
- Assist students in developing self-advocacy skills: communication with peers, instructors, managers, etc.
- Assist students in acquiring personal finance skills (budgeting, banking, check writing, paying bills.)
- Responsible for the safety and welfare of students assigned to the program.
- Use electronic records management software to maintain accurate student records including attendance.
- Assists students with taking medications on schedule and in appropriate dosages.
- Assist students in scheduling regular healthcare appointments.
- When needed, accompany students to medical/dental appointments.
- Report emergencies, following established procedures.
- Review and maintain medical assistance records.
- Document and report special incidents to appropriate agencies and staff.
- Administer First Aid and CPR, if necessary.
- Report abuse/harassment to appropriate agencies/staff.
- Complete appropriate help desk tickets as needed for minor repairs and maintenance of office equipment or facilities;
- Report emergencies following established processes and procedures.
- Transport students, as assigned, following established procedures and ensuring student safety is paramount.
- Facilitate student activities on weekends/evenings and/or Taft College vacation days, as assigned.
- Provide direction to student workers assigned to their respective areas.
- Perform related duties as assigned.

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Perform related duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience:

- Associate degree or equivalent and 6 months of experience working with adults with intellectual and developmental disabilities, OR

In the absence of an Associate degree or the equivalent, a h

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Exhibit C

- High school diploma or equivalent plus two years of experience working with adults with intellectual and developmental disabilities.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

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Desirable Qualifications

- 1 year of experience working with adults with intellectual and development disabilities
- -1 year of experience using Microsoft Word and Microsoft Excel.
- 1 year experience with programs that support people with intellectual and developmental disabilities, i.e. Social Security, Medi-Cal, and Regional Center.
- Pursuit of degree or training in Disability Studies or related field.
- Ability to develop rapport with students having intellectual and developmental disabilities.
- Ability to and willingness to assist students and promote good relationships.
- Ability to demonstrate fairness and patience in the performance of duties.
- Ability to use tact and good judgment regarding interactions with students.

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Personal

- Willingness to assist students to develop their full potential and promote good relationships.
- Dependable
- Punctual
- Detail oriented.
- Ability and desire to establish and maintain cooperative working relationships in the performance of duties.
- Show initiative, poise, good judgment and tact.
- Maintain confidentiality.
- Flexible and willing to assume other assignments as the need arises.
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

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Special Licenses/Certifications

- Valid California ~~Drivers~~Driver's license.
- Ability to obtain a Class B license within 6 months of employment.
- First Aid and CPR certifications.

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Knowledge of

Needs and abilities of individuals with intellectual and developmental disabilities in today's society.
Life skills training for adults with intellectual and developmental disabilities.

Exhibit C

Crisis intervention skills.

Programs designed for special populations with an emphasis on adults with intellectual and developmental disabilities.

Empirical tools related to assessment of intellectual and developmentally disabled adults.

Safety and emergency procedures.

Community agencies that serve intellectual and developmental disabled individual's needs and the services these agencies provide.

Ability to

Communicate effectively with students, community members, parents and staff.

Demonstrate fairness, tact and good judgement in decisions regarding students.

Learn and model college safety practices and procedures.

Keep accurate and detailed records.

Learn and understand the merits and principles of Title 5, 17 & 22 regulations.

Organize and assist with implementation of meaningful projects and activities for the functional component of the Transition to Independent Living Program.

Understand student potentials, cognitive, emotional, and physical strengths and challenges.

Effectively communicate with staff and students.

Learn TIL student attendance policies.

Understand behavioral aspects of individuals with disabilities and ability to personalize materials.

Understand learning challenges.

Develop individual tutoring strategies and materials.

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WORKING CONDITIONS

Assignments are typically 19-24 hours per week and 11 months per year. May be assigned to a specific residence hall. Work may be indoors or outdoors to meet the students and college schedule. Work schedule may vary to include days, evenings or weekends and may include assigned overtime. Will be required to follow proper safety precautions and college safety procedures. During scheduled student or college breaks, may be assigned other duties or assignments for the college. May require extra hours to be worked which may include evening or weekend hours throughout the year. May involve travel, to include field trips with students, assisting students with appointments, attending workshops, training or meetings.

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Physical Requirements:

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.

Exhibit C

3. Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to lift and carry 50 pounds.
7. Ability to reach in all directions.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

ENVIRONMENT

The Transition to Independent Living program is an educational residence hall experience for intellectually and developmentally disabled adults staffed 24 hours per day, seven days a week and may be closed during college academic breaks. Instruction is offered in meal preparation, money management, shopping and housekeeping, use of appliances, safety, communication, transportation, personal care and interpersonal relationships. The program is primarily on the Taft College campus.

SUPERVISION

Supervision is received from ~~the assigned TIL manager~~ the TIL Direct Support Facilitator and TIL Program Director. May take or give work directions on projects as assigned. This position ~~has no supervisory duties; may provide direction to student workers as assigned.~~

PAY RANGE

Range 13 on the Classified Employees Salary Schedule/Non-Exempt.

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Position:	TIL Lead Life Skills Aide <u>Direct Support Coordinator</u>	Position Control:	<u>0000261</u>
Department:	Transition to Independent Living Program (TIL) <u>Administrative Services</u>	Position Class:	Student Support
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	TIL Direct Support Facilitator	Grade:	1315
Next Level Supervisor:	TIL Director	Hours per week:	40
Edit Date:		Months per year:	12
Date Revised:	<u>4/4/2024</u> 9/30/19	FLSA Exemption	
		Status:	Non-Exempt

DEFINITION:

Under supervision, support implementation and development of functional component of the Transition to Independent Living (TIL) program including behavioral support); *assists students to integrate into the community and to help them work toward becoming as self-sufficient as possible; assist students with their individual goals and the goals developed in partnership with assigned faculty. Tutors a variety of life skills or occupational tasks one-on-one or with a group of students; assists Direct Support Facilitator and provide classroom support.* Perform related duties and required.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

1. Assist students assigned to the TIL program in acquisition of independent living skills.
2. Support students in taking medication. Follow procedure for teaching self-administration of medication.
- ~~1.~~
- ~~2.~~3. Implement curriculum in group, ~~and~~; individual and off-campus settings
- ~~3.~~ Implement curriculum in on and off campus settings and assist the career education team ~~duplicate of above~~
4. Coordinate services with support staff. ~~Life Skills Aides and Case Aides~~ assigned to teach independent living skills to students.
5. Supports completion of functional assessments for functional tasks and may be asked to facilitate academic seminars.
- ~~6.~~ Establishes a working relationship with the owners of off-campus housing.
- ~~7.~~5. Assists students with learning public transportation. Transport students when a form of public transportation is not available, ensuring student safety is paramount.
- ~~8.~~7. Assist students with completion of forms and following procedures
- ~~9.~~8. Observe and evaluate student progress
- ~~10.~~9. Maintain appropriate records
- ~~11.~~10. Maintain and care for equipment and facilities
- ~~12.~~11. Participate in Individual Service & Behavioral Support (ISP) meetings with representative of Regional Centers.
- ~~13.~~ Completes inventory of property including furniture, kitchen supplies, appliances, and other property owned by Taft College used to serve TIL students on campus and off campus.

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Exhibit D

- 14.12. Provide advisement on a para-professional level to students with disabilities.
- 15.13. Conducts student applicant screening and interviews.
- 16.14. Understand industry rules, regulations, safety and procedures
- 17.15. Serves as an advocate for disabled students with related community agencies and various components of the college community.
- 18.16. Make recommendations and assess student growth and learning outcomes
- 19.17. Maintains security of students, facilities and equipment.
- 20.18. Completion of medication administering training and the ability to follow the TIL medication process
- 21. ~~See item 2 Assist students with medications and administers First Aid and CPR when necessary.~~
- 19. Perform other related duties as assigned.
- 20. Knowledge and ability to complete all duties assigned to the Direct Support Coordinator role to ensure appropriate levels of student support at all times.
- 22.

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EMPLOYMENT STANDARDS:

Minimum Qualifications:

Education and Experience:

- AA Degree or equivalent, and 2 years of experience working with adults with intellectual and developmental disabilities;
- Ability to obtain a Class C -license with passenger endorsement, First Aid and CPR certification within 6 months of employment.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.
-

Desirable Qualifications:

- 1 year of experience using Microsoft Word and Microsoft Excel.
- 1 year experience with programs that support people with intellectual and developmental disabilities, i.e.Social Security, Medi-Cal, and Regional Center.
- Ability to develop rapport with students having developmental disabilities.
- Willingness to assist students and promote good relationships.
- Ability to demonstrate fairness and patience in performance of duties.
- Ability to use tact and good judgment regarding interactions with students.
- Certificate or Degree in Disabilities Studies or related field equivalent within 2 years of employment.

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Knowledge of:

- Knowledge of programs designed for special populations with an emphasis on adults with developmental disabilities
- Knowledge of principals and implementation of person centered planning.
- Crisis intervention skills.
- Safety and emergency procedures.
- Knowledge of empirical tools related to independent living programs
- Knowledge of how Title 5, 12, 17 and 22 is applied.
- Community agencies and services provided to individuals with disabilities.
- Knowledge of Taft College safety and emergency procedures

Ability to:

- Communicate effectively with students, community members, parents and staff.

Exhibit D

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- Ability to assist students to develop their fullest potential to meet the challenges of today's workforce
- Ability to organize meaningful curriculum and instructional activities for adults having developmental disabilities
- Ability to develop and maintain a positive rapport with the students and employers
- Ability to provide students with safe transportation
- Ability to follow routine maintenance schedules
- Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
- Ability to assess individual independent living skills and train students in independent living areas.
- Ability to obtain First Aid and CPR certification
- Ability to develop rapport with students having developmental disabilities.
- Willingness to assist students and promote good relationships.
- Ability to demonstrate fairness and patience in performance of duties.
- Ability to use tact and good judgment regarding interactions with students.
- Ability to develop a rapport with a variety of stakeholders.
- Ability to work at a desk, a conference table, or in meetings of various configurations.
- Ability to stand and circulate for extended periods of time.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others students/employees/public will be able to clearly understand a normal conversation.
- Ability to lift and carry 50 lbs.
- Ability to carry 75 lbs.
- Ability to reach in all directions.

Reasonable accommodations will be made for candidates with physical disabilities.

DISCLAIMER

This program is categorically funded and continued employment is dependent upon adequate funding.



Position:	Sr. Secretary Transition to Independent Living Program	Position Control:	
Department:	Instruction <u>Student Services</u> <u>Administrative Services</u>	Position Class:	Student Support-Non-Classroom
Gives Direction:	No	Unit:	Classified
Direct Supervisor:	TIL Program Director	Salary Range:	<u>19 (approved in Sal Study)</u> 5
Next Level Supervisor:	Transition to Independent Living Program Coordinator <u>VP, Student Services</u> <u>Superintendent/President</u>	Hrs. per week:	40
Date Established:	<u>VP Student Services</u>	Mos. per year:	12
Date Revised:	<u>7/30/2018</u> <u>4/2024</u>	FLSA Exemption:	Non-Exempt

DEFINITION

Under general supervision of the TIL Program Director, performs a variety of secretarial, clerical and accounting duties in connection with the TIL Program.

CLASS CHARACTERISTICS

Employees in this class perform general and routine receptionist and clerical duties based on established processes and instruction for a department or program.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Maintain master file of all TIL program student data mandated by Title 17.
- Assist Program Director with monitoring and updating student medication binders.
- Assist TIL program students with program objectives as requested, provides guidance and feedback to TIL program student workers.
- Type letters, reports, requisitions and other materials from draft and/or verbal instruction.

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Exhibit E

- Assist Program Director in processing TIL program student data, evaluations and other monthly reports required by Title 17.
- Greet the public and disseminate information.
- Facilitate attendance record keeping of all TIL program students.
- Establish lines of communication between TIL, other Taft College departments and regional centers.
- Act as a liaison between the TIL program and cafeteria staff when arranging special events, field trips, absences and special dietary issues.
- Maintain accurate TIL program student attendance records for billing purposes.
- Create Purchase Orders and process vendor invoices. Track to completion of payment in Banner. Ensure proper documentation is submitted for processing.
- Run quarterly financial reports for each program.
- Maintain annual fiscal budget records in binder form.
- Coordinate approval of expenditures ~~and timecards in Transition to Independent Living Program Coordinator absence.~~ Director's absence.

Process employee time cards and keep accurate records.

- Maintain employee files and records mandated by Title 17.
- Assist Program Director in keeping accurate expenditure records for the TIL program budget.
- Prepare the billing, collection and deposits of transportation fees, collect and deposit monies from any RSVP's or activities and follow up on reservations and any other arrangements.
- Distribute and balance petty cash fund.
- Assist the Program Director, Transition Specialist, and Direct Support Facilitator in making source requisitions, transportation plans, and/or ordering supplies for Transition to Independent Living Program department.
- Assist Program Director in transportation arrangements for the TIL program and student trips.
- Assist the Director with requests for student employment.
- Develop written materials to be used for events and other activities as directed by Program Director.
- Other related duties as assigned.

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EMPLOYMENT STANDARDS

Minimum Qualifications

Education and Experience: Associate degree or equivalent OR a high school diploma or equivalent plus one year of clerical experience. Experience working with individuals with disabilities. Computer experience with knowledge of Microsoft Word. Ability to use tact and good judgment regarding interactions with students.

Desirable Qualifications

Ability to develop rapport with students having development disabilities. Willingness to assist students and promote good relationships. Ability to demonstrate fairness and patience in the performance of duties.

Bi-Lingual, Spanish/English

Knowledge of

Effective written and oral communication skills.
Basic research and evaluation methods.
Computer applications such as Word, Excel, e-mail and internet browsers.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Effective office methods including: filing, record keeping, and organization skills
Ability to work in a fast paced environment while ensuring efficient and accurate work is produced.

Ability to

Perform receptionist and clerical duties.
Provide information in a clear and understandable manner.
Work independently with constant interruptions.
Provide good customer service.
Learn office policies, rules and practices.
Understand and follow oral and written directions.
Meet schedules and timelines.
Maintain records and prepare accurate reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Learn District processes and procedures, rules, laws and regulations.
Learn District programs and services offered to students.
Read and interpret laws, rules and regulations.
Be efficient and well organized.
Enter and retrieve computer information accurately.

WORKING CONDITIONS

Exhibit E

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Assignments are typically 40 hours per week and 12 months per year. May require extra hours to be worked which may include evening or weekend hours throughout the year.

Work is generally performed indoors but may involve traveling to district or county offices to complete assignments or for research, workshops, training or meetings.

Physical Requirements:

1. Vision sufficient to read documents and computers.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Community college campus serving a diverse student population and with an emphasis on student success. Work is primarily performed in a busy office environment serving students, staff and the public.



Position:	Library Technician I	Position Control:	
Department:	Instruction	Position Class:	Student Support- Non-Classroom
Gives Direction:	--	Unit:	Classified
Direct Supervisor:	Head Librarian	Salary Range:	14
Next Level Supervisor:	VP, Instruction	Hours per week:	40
Date Established:		Months per year:	12
Revision Date:	7/29/2024	FLSA Exemption:	Non-Exempt

DEFINITION:

Under general supervision performs a variety of clerical and technical duties; assists with the overall operation of the Library; assists students, faculty, staff and the public; performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this classification assist users in an integrated library system serving the public and students. Assignments within the Library vary and employees are cross-trained to ensure the smooth and efficient use of Library services, materials and equipment.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Ensures order and proper use of the Library facility, equipment and materials following established processes, guidelines and policies. Assists with the maintenance of the Library collection.
- Assists students, faculty and the general public in researching and retrieving information from electronic and print media. **Assist students in creation and printing of student ID cards.**
- **Provide direct support to students, faculty, and staff in the discovery and use of physical and online library materials including the use of research tools such as the library discovery system, databases from a variety of vendors, and other resources as appropriate.**
- Processes print and non-print materials for introduction into the library materials collection, including cataloging, preparing acquisitions in the online card catalog, typing and verifying labels and pockets, and affixing identification labels to materials. Maintain and create new book lists.

Exhibit F
Exhibit G

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- Performs general office duties including computer entry and retrieval, filing, answering phones and reception. Assists with opening and closing duties.
- Processes and repairs instructional, reference and circulating materials. Disposes of damaged or outdated materials according to established procedures.
- **Coordinates and/or assists in managing collection space, materials deselection processes, shifting, shelf maintenance and signage, as well as collection inventories**
- Maintains records and prepares reports, as needed. Assist in reviewing and maintaining the library website; assist in developing procedures and policies for remote access of library services through the website; create and maintain password file; correspond with remote access users; verify status of remote access users.
- Distributes and collects Library materials.
- Circulates, stores, and inventories books, periodicals, and audio-visual materials including those that are overdue.
- Shelves new and returned materials (books, media, or periodicals) in the absence of student employees and assures data entry into the library system.
- Participates and assists with yearly library resource inventory.
- Assist instructors and receives direction on specific library related projects, materials and student assignments. Performs basic reference services.
- Ensures Library equipment and materials are maintained and in proper working condition. Orders supplies. Assist patrons with the operation of copiers and printers.
- Provides technical services such as interlibrary loan, including those required for cooperative library system materials, and maintaining the course reserve collection.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs.
- Maintains a clean and orderly environment.
- May assist and advise student workers. Cross trains other staff members.
- Perform other related duties as requested or assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

Exhibit F

Exhibit G

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Associates degree or equivalent; Or any combination equivalent to one (1) year of college coursework and one (1) year of office experience which includes experience with computer software programs in the workplace; **AND**

Sensitivity to and understanding of the diverse academic, socioeconomics, cultural, disability, and ethnic backgrounds of community college students.

Desirable Qualifications:

Working with the public in a customer service environment.
Library experience or coursework in library technology.
Bilingual: English/Spanish

Personal:

Ability and desire to work effectively with students, staff and the general public.
Show initiative, poise, good judgment and tact.
Detail oriented.
Oriented in Customer service.
Dependable in attendance and punctuality.
Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students; and of staff and students with physical and learning disabilities.
Flexible in assuming other assignments as the need arises.

Knowledge of:

Clerical and office processes and practices such as filing and record keeping.
Library methods, practices, and procedures.
Principles and reclassifying, inventory maintenance and record keeping of library and related materials.
Principles and methods of library circulation and record keeping.
General office processes and procedures such as filing and record keeping.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of math procedures for computation purposes.
Effective methods of working with the public.
Effective written and oral skills.
Basic research and evaluation methods.
Computer applications such as Word, Excel, e-mail and internet browsers.
Basic filing methods.
Correct English usage, grammar, spelling, punctuation and vocabulary.
General secretarial skills and techniques.
Organizational and prioritization skills.

Ability to:

Access information in various formats.
Maintain confidential student files and materials in a sensitive and respectful manner.
Meet the general public, students, faculty and staff members cordially and effectively.
Enter and retrieve computer information accurately and in a timely manner.
Use or learn to use up-to-date computer technology.

Exhibit F
Exhibit G

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Keep files current, accurate and in order.
Follow both oral and written directions accurately.
Compile statistics and put into appropriate report format.
Organize work in a multitasking environment.
Provide assistance to others.
Learn library processes and procedures.

WORKING CONDITIONS:

Physical Requirements:

1 Assignment is typically 40 hours per week and 12 months per year.
3 Assignments are typically 19 hours per week and 12 months per year.
May require evening, over-time, holiday or weekend hours throughout the year.
Work is generally performed indoors.

1. Vision sufficient to read documents and computer terminal displays.
2. Speech and hearing to communicate in person or by telephone.
3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
4. Sit for long periods of time.
5. Ability to lift and carry 25 pounds such as paper and reports.
6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities

Environment:

Work is generally performed in a busy library and learning resources center in a community college campus environment serving a diverse student population with an emphasis on student success.

Supervision:

Direct Supervision is received from the ~~Director of Library and Learning Resources Center~~ Head Librarian and Vice President of Instruction. Work direction may be given to student workers. No supervision is exercised. May take or give work direction on projects as assigned.

BOARD AGENDA ITEM

Date: July 18, 2024

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

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

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item: Fiscal Year 2024-25 Annual Appropriations (GANN) Limit

Background:

Pursuant to Article XIII-B of the State Constitution and Government Code (GC) section 7900 et seq., community college districts are required to compute an annual appropriations limit, commonly referred to as the Gann Limit. The appropriations limit is adjusted annually for changes in price index, population, and other applicable factors.

GC section 7908(c) requires each community college district to report annually to the Chancellor of the California Community Colleges its appropriations limit, appropriations subject to limit, the amount of state aid apportionments and subventions included within the proceeds of taxes of the district, and amounts excluded from the appropriations subject to limit.

Attached is the Gann Limit Worksheet which computes the four items listed above for West Kern Community College District. GC section 7910 requires community college districts to annually secure the approval of their local governing boards of the proposed appropriations limit.

Terms (if applicable): Not applicable.

Expense (if applicable): Not applicable.

Fiscal Impact Including Source of Funds (if applicable): Not applicable.

Approved: R. Edward J.
Dr. Rafe Edward Trickey, Jr., Superintendent/President

**California Community Colleges
Gann Limit Worksheet
Budget Year 2024-25**

DISTRICT: WEST KERN
DATE: Enter Date

I. Appropriations Limit:			
A. Appropriations Limit			\$ 30,819,738
B. Price Factor:		<u>1.0362</u>	
C. Population factor:			
1 2022-23	Second Period Actual FTES	<u>1,744.7100</u>	
2 2023-24	Second Period Actual FTES	<u>1,931.1000</u>	
	Population Change Factor	<u>1.1068</u>	
	(C.2. divided by C.1.)		
D. Limit adjusted by inflation and population factors	(line A multiplied by line B and line C.3.)		\$ 35,346,115
E. Adjustments to increase limit:			
1 Transfers in of financial responsibility		_____	
2 Temporary voter approved increases		_____	
3 Total adjustments - increase			-
F. Adjustments to decrease limit:			
1 Transfers out of financial responsibility		_____	
2 Temporary voter approved increases		_____	
3 Total adjustments - decrease			-
G. Appropriations Limit			\$ 35,346,115
II. Appropriations Subject to Limit			
A. State Aid ¹			\$ 29,656,071
B. State Subventions²			
C. Local Property taxes			7,443,059
D. Estimated excess Debt Service taxes			
E. Estimated Parcel taxes, Square Foot taxes, etc.			
F. Interest on proceeds of taxes			
G. Less: Costs for Unreimbursed Mandates³			
H. Appropriations Subject to Limit			\$ 37,099,130

Please contact Jubilee Smallwood, jsmallwood@ccco.edu, for any instructions regarding the Gann Limit.

¹ Includes Unrestricted General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue, Full-Time Faculty, Part-Time Faculty Compensation, Part-Time Health Benefits, Part-Time Faculty Office Hours

² Home Owners Property Tax Relief, Timber Yield Tax, etc...

³ Local Appropriations for Unreimbursed State, Court, and Federal Mandates. This may include amounts of district money spent for unreimbursed mandates such as the federally-required Medicare payments and Social Security contributions for hourly, temporary, part-time, and student employees not covered by PERS or STRS.

Signature: *Todd Hampton*

Email: thampton@taftcollege.edu

BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

AGM Digital Agreement for 4,500,000 Impressions—September 1, 2024 – January 31, 2025

Background:

The attached agreement will enable the college to continue its existing digital communications plan that includes varied media strategies to build enrollment for **Spring Semester 2025**, promote Taft College, and reach target audiences on their preferred devices. The agreement will allow promotion of information in online video and audio messages, geo-fencing display advertising, television programming and streaming, and social mirroring campaigns.

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$100,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 

Dr. Rafe Edward Trickey, Jr., Superintendent/President



Campaign Overview - 5 Month: Sept 1, 2024 – Jan 31, 2025

- **Mobile Conquesting w/ Geo Fencing & Geo Retargeting**
 - 368,000 impressions per month @ \$5,500 per month
 - 1,840,000 total impressions over 5 months @ \$27,500
- **OTT & Video Pre Roll w/ Website Retargeting**
 - 268,000 impressions per month @ \$8,000 per month
 - 1,340,000 total impressions over 5 months @ \$40,000
- **Online Audio**
 - 30,000 impressions per month @ \$1,500 per month
 - 150,000 total impressions over 5 months @ 7,500
- **Amazon Twitch Video & OTT w/ Website Retargeting**
 - 33,335 impressions per month @ \$2,000 per month
 - 166,675 total impressions over 5 months @ 10,000
- **Social Mirror w/ Geo Fencing, Geo Retargeting & Website Retargeting**
 - 200,665 impressions per month @ \$3,000 per month
 - 1,003,325 total impressions over 5 months @ 15,000
- **Campaign Totals**
 - **900,000 Impressions per Month @ \$20,000**
 - **5 Month Total: 4,500,000 Impressions at \$100,000**

Accepted by: Date: 7-25-24 RET APPROVED



Please note: your website must be secure (https) to run a campaign on most ad exchanges.



Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

KIWI-FM Radio Lobo (Lotus Bakersfield) Agreement—September 1, 2024 – January 31, 2025

Background:

The attached agreement will enable the college to deliver audio messages in Spanish through the top Spanish-language radio station in Bakersfield (KIWI-102.9 FM) that serves Hispanic Adult listeners 18-49. These audio messages will help to build enrollment in **Spring Semester 2025**, promote Taft College, drive community attendance at special events, and reach the right target audience at the right time through their preferred devices. Plus, this agreement *includes two, three-hour appearances on the Taft College campus* at no additional charge.

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$41,600.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 

Dr. Rafe Edward Trickey, Jr., Superintendent/President

Taft College September 2024-January 2025



From: Juliette Torrenti
 Phone: (661) 327-9711
 Email: juliette@lotusbakersfield.com
 7/30/2024 4:59 PM

Taft College September 2024- January 2025

Includes TWO 3-Hour Appearances at Taft College (Date TBD) at No Additional Charge

Flight Dates: 09/02/2024 - 01/31/2025
 Demo: P 18-49 Ethnic = Hispanic/All

Radio Market: BAKERSFIELD
 Survey: DEC23 (OCT-DEC)
 Geography: Metro

	Daypart	Notes	Weight	Spots	Length	Unit Rate	Total Cost	Net Reach	Gls
Radio Total				2,402		\$17.32	\$41,600.00	81,300	8,209,800
KIWI-FM				2,402		\$17.32	\$41,600.00	81,300	8,209,800
Flight A - 21 wks (09/02, 09/09, 09/16, 09/23, 09/30, 10/07, 10/14, 10/21, 10/28, 11/04, 11/11, 11/18, 11/25, 12/02, 12/09, 12/16, 12/23, 12/30, 01/06, 01/13, 01/20)									
				2,310		\$17.27	\$39,900.00	81,300	7,843,500
One Week Total				110		\$17.27	\$1,900.00	48,000	373,500
	M-F 6A-10A	On-Air	100.0%	10	30	\$60.00	\$600.00	24,500	102,000
	M-F 10A-3P	On-Air	100.0%	10	30	\$55.00	\$550.00	23,900	84,000
	M-F 3P-7P	On-Air	100.0%	10	30	\$55.00	\$550.00	16,400	41,000
	Sa-Su 8A-5P	On-Air	100.0%	10	30	\$20.00	\$200.00	11,500	28,000
	M-Su 6A-12M	On-Air	100.0%	15	30	\$0.00	\$0.00	30,700	69,000
	M-Su 6A-12M†	Stream	20.0%	55	30	\$0.00	\$0.00	43,700	49,500
Flight A - 1 wk (01/27)									
				90		\$18.89	\$1,700.00	45,900	360,500
One Week Total				90		\$18.89	\$1,700.00	45,900	360,500
	M-F 6A-10A	On-Air	100.0%	10	30	\$60.00	\$600.00	24,500	102,000
	M-F 10A-3P	On-Air	100.0%	10	30	\$55.00	\$550.00	23,900	84,000
	M-F 3P-7P	On-Air	100.0%	10	30	\$55.00	\$550.00	16,400	41,000
	M-F 6A-12M	On-Air	100.0%	15	30	\$0.00	\$0.00	32,500	84,000
	M-F 6A-12M†	Stream	20.0%	45	30	\$0.00	\$0.00	42,100	49,500
Live 3-Hour Event at Taft College - 2 wks (11/18, 01/20)									

† - These dayparts contain ratings estimates that have been weighted or manually adjusted by the user.

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio information: BAKERSFIELD; DEC23 (OCT-DEC); Metro; Multiple Dayparts Used; P 18-49; Socioeconomic Criteria Used; See Detailed Sourcing Page for Complete Details.
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Taft College September 2024-January 2025

From: Juliette Torrenti
Phone: (661) 327-9711
Email: juliette@olusbakersfield.com
7/30/2024 4:59 PM

KIWI-FM (continued)	Daypart	Notes	Weight	Spots	Length	Unit Rate	Total Cost	Net Reach	Gis
				2		\$0.00	\$0.00	4,600	5,800
One Week Total				1		\$0.00	\$0.00	2,900	2,900
	Th 4P-7P	3-Hour Remote Date TBD	100.0%	1	60	\$0.00	\$0.00	2,900	2,900

The first demo listed is the Primary Demo.
This report was created in TAPSCAN using the following Radio Information: BAKERSFIELD, DECS3 (OCT-DEC); Metro, Multiple Dayparts Used, P 18-49; Socioeconomic Criteria Used, See Detailed Sourcing Page for Complete Details.
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Taft College September 2024-January 2025



From: Juliette Torrenti
 Phone: (661) 327-9711
 Email: juliette@lotusbakersfield.com
 7/30/2024 4:59 PM

Schedule Grand Totals: 22 Weeks

Stations	Spots	Unit Rate	Total Cost	Net Reach	Gls
Radio Total	2,402	\$17.32	\$41,600.00	81,300	8,209,800
KIWI-FM	2,402	\$17.32	\$41,600.00	81,300	8,209,800

Accepted by Station

Date

R. Edwards J.

7-25-24

Accepted by Client

Date

This station does not discriminate in the sale of advertising time and will accept no advertising which is placed with an intent to discriminate on the basis of race, gender or ethnicity. Advertiser hereby certifies that it is not buying broadcasting air time under this advertising sales contract for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race, gender, national origin or ancestry.

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio information: BAKERSFIELD; DEC23 (OCT-DEC); Metro; Multiple Dayparts Used; P 18-49; Socioeconomic Criteria Used; See Detailed Sourcing Page for Complete Details.

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Detailed Sourcing Summary

Radio Market: BAKERSFIELD
Survey: Nielsen Radio December 2023 (October - December)
Geography: Metro
Daypart: Multiple Dayparts Used

Demo/Intab/Population:

Age/Gender	Socioeconomic	Population	Intab
Adults 18-49 (Primary)	Ethnic = Hispanic/All	242,100	468

Stations: User Selected

Additional Notices: † - These dayparts contain ratings estimates that have been weighted or manually adjusted by the user.

Estimates reported for dayparts which start and end between 12m and 5a are based on the 5a-5a broadcast day. Estimates for all other dayparts are based on the 12m-12m calendar day.

Please note: The intab reported is for the full twelve weeks of the survey. Users should note that reports run on fewer than twelve weeks are based on smaller sample sizes.

Stations qualify to be reported if they have received credit for five or more minutes of listening and meet a minimum reporting standard of 0.1 AQH unrounded rating in the Metro survey area, Monday-Sunday 6AM-Midnight, during the survey period. If a current Nielsen client does not meet this minimum reporting standard, Nielsen will report the station as long as credited listening is received from at least one diarykeeper.

Estimates are derived from the diaries that provided the audience data for the Nielsen Radio Market Report and are subject to the qualifications and limitations stated in that Report. The TAPSCAN Web software product is accredited by the Media Rating Council and reports both accredited and non-accredited data. For a list of the accredited and non-accredited Nielsen radio markets and data available through TAPSCAN, click here: http://www.arbitron.com/downloads/MRC_Accredited_Services_Markets.pdf

The Reach and Frequency Model utilized by Nielsen is formulated on the bases of the Harris Model, a Linear Frequency reach-and-frequency model, and the Slide Rule audience (cume) growth model.

Ascription Website: <http://ascription.nielsen.com>
Rating Reliability Estimator: <https://rre.nielsen.com>

A Nielsen Radio eBook Special Notices and Station Activities document has been generated for each survey. Please select the hyperlink to the survey that interests you.
<https://ebook.nielsen.com/secure/CR8/2023DEC/0143/pdfs/SpecialNotices.pdf>

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BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Sinclair Broadcast Group (SBG) and Google Paid Search Agreement—September 1, 2024 – January 31, 2025

Background:

The attached agreement will enable the college to partner with Google's Premier Partner Sinclair Broadcast Group to elevate Taft College's position in Google Search results using a Pay-Per-Click (PPC) strategy. The goals are to help build enrollment for **Spring Semester 2025** and promote Taft College through Google Paid Search. *This agreement includes delivery of 7,800 impressions that will yield 604 clicks at a cost \$3.41 per click.*

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$10,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: R. Edward J.

Dr. Rafe Edward Trickey, Jr., Superintendent/President



TAFTCOLLEGE

GOOGLE PAID SEARCH

Flight Dates: Sept 1, 2024 through Jan 31, 2025

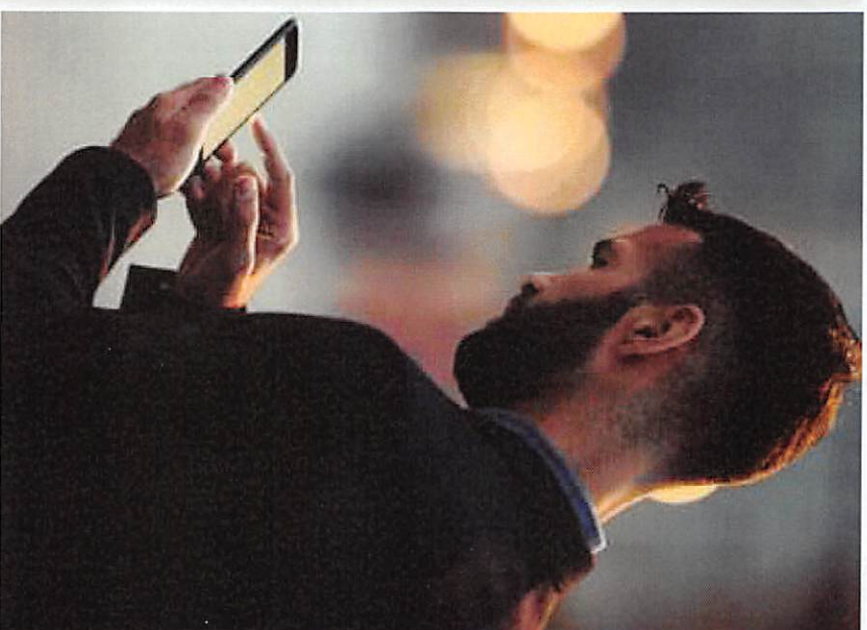
SINCLAIR  compulse

INCREASE THE QUANTITY & QUALITY OF YOUR LEADS WITH PAID SEARCH

As a Google Premier Partner Program, we help with creating, managing an optimizing your digital advertising campaigns on one of the largest digital ad platforms to place your business in front of customers the moment they are searching for your product and services.

Features Include:

- Full-service campaign management team and strategy
- SEM campaign set up on Google
- Comprehensive keyword research and selection to drive relevant traffic
- Campaign/bid optimization on Keywords, Locations, and Devices to fit client KPIs
- Reporting Dashboard: Budget, Top Performing Ad Campaigns and Keywords, Google Advertising Metrics, Call Tracking



SINCLAIR

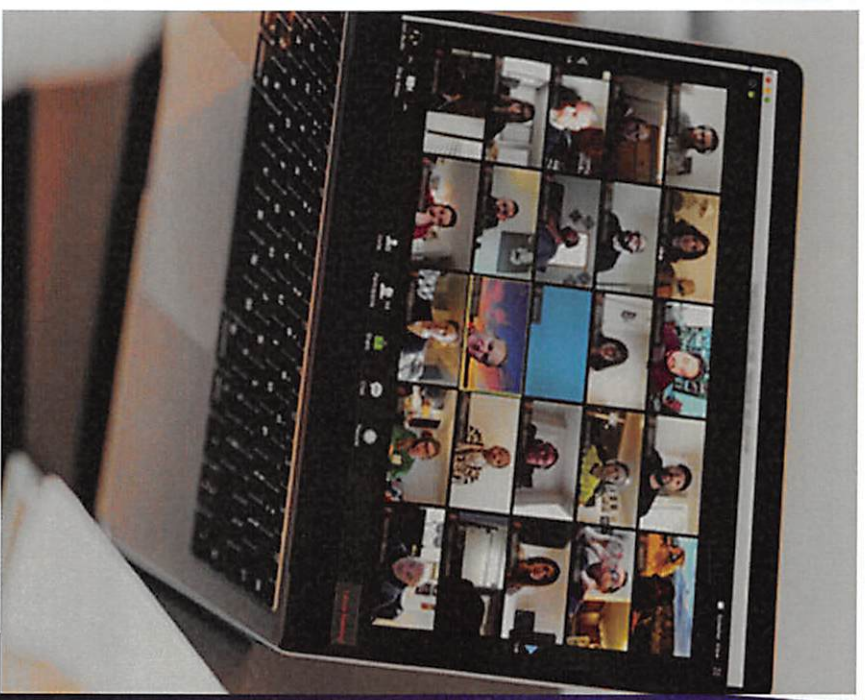
 compulse

YOUR PAID SEARCH EXPERTS

Search can be complex and ever-changing. Trust our seasoned team to optimize & deliver results.

Our full-service campaign management team has:

- Over 10+ years of Digital Marketing expertise
- Access to the Tier 1 Google Support team for urgent & complex issues
- Ongoing training to ensure campaigns maintain on the forefront of digital strategy as advised by Google



SINCLAIR



YOUR PAID SEARCH QUOTE

Client Details	Geos Selected	Example Keywords
Client Name TAFT COLLEGE CTE URL https://www.taftcollege.edu/admissions/apply/ Quote Date JULY 7, 2024 <small>*Quote valid for 60 from submission and will require new submission for any campaign launch outside of 60 days.</small>	Bakersfield, CA DMA	enrollment, financial aid, college information, college, online colleges, online college courses, best online colleges, online universities, colleges near me, community colleges near, community college, college application, associate degree me, cyber security

*Total Budget	\$2,000	\$2,500
Impressions	7800	8500
Clicks	604	647
Cost Per Click	\$3.41	\$3.98

*How are these calculated?

Metrics are calculated based on target location, keyword list, and total budget. If you feel like you're seeing diminishing returns, try expanding your target location radius, adding more robust keywords, and then decreasing your monthly budget.

SINCLAIR

 compulse

AGREEMENT



Digital

Google Paid Search:
\$2,000/quote

Campaign Pricing Tiers

*Total Budget	\$2,000	\$2,500
Impressions	7800	8500
Clicks	604	647
Cost Per Click	\$3.41	\$3.98

*Will set budget limit for pay-per-click (PPC) to control client's ad spending.

Ad Design Production In-House:

Headline (30 characters)
Description (90 characters)

Target: Bakersfield, CA DMA

URL Link: <https://www.taftcollege.edu/admissions/apply/>

Flight Dates: September 1, 2024 – January 31, 2025

5-Month Total

- A) \$10,000 (\$2,000/mo)
- B) \$12,500 (\$2,500/mo)

RAFE EDWARD TRICKY, JR.

Name (print)

WKCCO / TAFT COLLEGE

Business name

R. Edward J.

Signature

7-25-24

Date

This sale of advertising is subject to the Standard Advertiser Terms and Conditions (the Terms) in effect on the date the advertising order is accepted, which Terms are incorporated by this reference and available at <http://sbgi.net/?p=1224> (and will also be sent by mail or fax upon written request). The parties intend for the Terms to be part of their agreement and be bound thereby; any additional or different terms in any purchase order or other document are hereby rejected.

SINCLAIR



THANK YOU

Karent Hernandez-Marketing Consultant

klhernandez@sbgtv.com

661-619-3575

Steve McEvoy-Local Sales Manager

spmcevoy@sbgtv.com

661-319-0052

SINCLAIR
BROADCAST GROUP

BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Sinclair Broadcast Group (SBG) and KBAK/KBFX Digital Agreement—September 1, 2024 – January 31, 2025

Background:

The attached agreement will enable the college to continue its existing digital communications plan that includes varied media strategies to build enrollment for **Spring Semester 2025**, promote Taft College, and reach target audiences on their preferred devices. The agreement will allow promotion of information in online video and audio messages on mobile, desktop, and connected TV, Facebook-branded content, as well as through an “Education Matters” sponsorship. *This agreement also includes all digital and broadcast production services, even for WESTEC, at no additional cost to the college.*

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$37,500.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:



Dr. Rafe Edward Trickey, Jr., Superintendent/President



TAFTCOLLEGE

Digital Campaign Extension

Sept. 2 – Jan. 31, 2025



Eyewitness
NEWS 
FOX58
BAKERSFIELDNOW.com

1

Compulse Digital Video

- A digital platform enabling advertisers in local DMS's to target viewers through reputable CTV, Desktop and mobile video publishers.

2

Facebook Branded Content Post

- These posts are connected to the Taft College Facebook page and to a news story on our Bakersfielnow.com website.

3

Compulse CTV

- A platform that enables advertisers in local DMAs to target viewers through reputable and validated data targeting sets.

4

Education Matters Broadcast

- Each Education Matters segment is one-minute long and runs INSIDE Eyewitness News Mornings on KBFX-FOX58 weekly.

September 2 – January 31, 2025



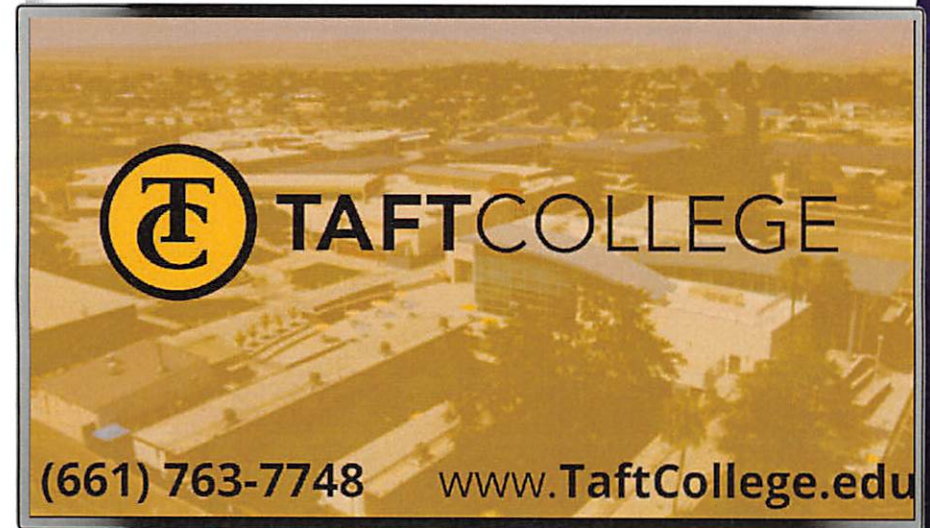
TAFTCOLLEGE

Compulse Digital Video

Extension Details:

September 2 – January 31, 2025

- Impressions Per Month
 - English: 74,074
 - Spanish: 66,665
- Pricing Per Month
 - English: **\$2,000**
 - Spanish: **\$2,000**




Facebook Branded Content Post


Extension Details

September 2 – January 31, 2025

- Impressions Per Month
 - Around 36,000 to 66,000 impressions
- 10 total posts X \$1,000 For 14 days



BakersfieldNow Sponsored · 




Taft College is committed to providing students with an experience that improves their outlook for the future. Find out more about the pr... See more




taftcollege.edu
Education Matters

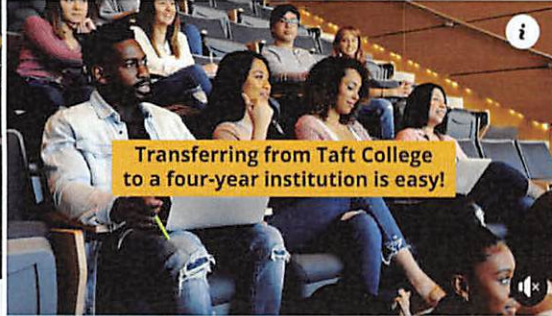
[Learn more](#)

 You and 39 others  1 share 3.4K views

 Like  Comment  Share



BakersfieldNow with Taft College. This ad has been shared with you. · Sponsored (demo) · 




Start your higher education journey at Taft College and gain the freedom to transfer to a four-year institution of your choice when you're... See more



bakersfieldnow.com
Education Matters

[Learn more](#)

 15  1 share 7.7K views

 Like  Comment  Share



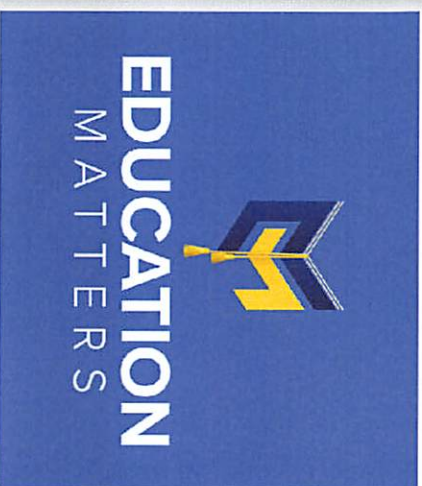
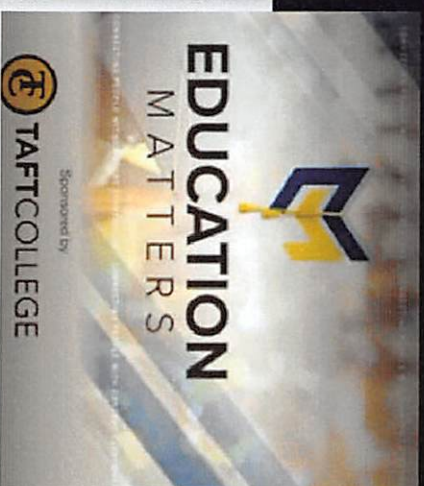
Compulse CTV

- **What is CompulseCTV?**
 - This is an advanced ad delivery platform that enable advertisers in local DMA's to target viewers through reputable and validated data targeting sets.
- **Features**
 - Runs at a 95%+ VCR Rate
 - Targeting 18–24-years-old
 - Creative Length :15 & :30
 - Zip Codes
- **Pricing**
 - \$43CPM
 - 44,186 Impressions per month
 - **Total per Month: \$1,900**

Education Matters

Extension Details:

- A weekly broadcast series that supports the decision-making process when choosing higher education.
- Each Education Matters segment is one-minute long and runs INSIDE Eyewitness News Mornings on KBFX-FOX58 weekly.
- Taft College is the EXCLUSIVE sponsor of this program.
- Cost: \$600 per month + Bonus :30 second ads on FOX58. 30x per month.



September 2nd to January 31st, 2025

Total Extension Details



Compulse Digital Video	Impressions Per Month	Total Cost Per Month
English	74,074	\$2,000
Spanish	66,667	\$2,000
Facebook Branded Content	Impressions Per Month	Total Cost Per Month
Sept 2 nd - Jan. 31 st , 2025	Average 36,000 per month	\$1,000
Compulse CTV	Impressions Per Month	Total Cost Per Month
Sept 2 nd - Jan. 31 st , 2025	44,186	\$1,900
Education Matters	Total Spots Per Month	Total Cost Per Month
Sept 2 nd - Jan. 31 st , 2025	4 to 5 + 30 Bonus	\$600
Total	Total Imps Per Month	Total Cost Per Month
Sept 2 nd - Jan. 31 st , 2025	220,927	\$7,500

Total Cost for 5 Months: \$37,500

Name (print) RATE STUMPS TRUCKEY, JR.

Name (print)

Business Name WKCEB/TAFT COLLEGE

Business Name

Signature R. Edwards Jr Date 7-25-24

Signature

Date

All Production needed (Digital & Broadcast) is included in the package at no additional cost

*This sale of advertising is subject to the Standard Advertiser Terms and Conditions (the "Terms") in effect on the date the advertising order is accepted, which Terms are incorporated by this reference and are available at <http://sbnl.net/vp-content/uploads/2018/04/Standard-Advertiser-Terms-and-Conditions-2018.pdf> (and will also be sent by mail or fax upon written request). The parties intend for the Terms to be part of their agreement and be bound thereby, any additional or different terms in any purchase order or other document are hereby rejected.





Thank you!

Eyewitness
NEWS **KBAK**
FOX58
BAKERSFIELDNOW.com

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Nexstar Media Group, LLC Bakersfield and KGET Digital Agreement—September 1, 2024 – January 31, 2025

Background:

The attached agreement will enable the college to further build its digital communications plan that includes varied media strategies to increase enrollment for **Spring Semester 2025**, promote Taft College, and reach target audiences on their preferred devices. This agreement extends a partnership with local broadcaster KGET that will allow promotion of information, using keyword search targeting, through display advertising, online video pre-roll messages, and streaming online video messages via internet-connected TV. Live and pre-taped local broadcast news segments will be offered, as available. *This KGET partnership also allows access to our Spanish-language target audiences through Telemundo television broadcasting company.*

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$25,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President



Taft College September 2024 – January 2025

Nexstar Media KGFT - Bakersfield, CA
Brittany Christensen
brittanymchristensen@kgft.com
661.447.3014

Handwritten:
\$ 25,000 -
Sept 24 /
Jan 25




SEPTEMBER – OCTOBER 2024



Products

Details

Cost

 Display Keyword Search Targeting	125,000 IMPRESSIONS PER MONTH 50% ENGLISH / 50% SPANISH	\$1,500 MONTH
 Pre Roll Keyword Search Targeting	68,182 IMPRESSIONS PER MONTH ENGLISH/SPANISH	\$1,500 MONTH
 CTV65	83,333 IMPRESSIONS PER MONTH ENGLISH/SPANISH	\$2,000 MONTH
RECURRING TOTAL		\$ 5,000 MONTH
GRAND TOTAL		\$ 10,000

Client Agreement

Start Date: _____

End Date: _____

Term: 2 MONTHS

Print Client Name

Client Signature

Nexstar Media KBET - Bakerfield, CA
Signature

This Proposal, also referred to as an Order, is governed by Nexstar Media Inc.'s Standard Advertising Terms and Conditions which may be accessed at <https://www.nexstar.com/advertising/terms/> ("Nexstar Terms") and are incorporated herein. By signing or moving forward with this Order, you hereby agree to the Nexstar Terms.




Proprietary

Presented to Taft College

July 2024

NOVEMBER 2024- JANUARY 2025



Products	Details	Cost
 Display Keyword Search Targeting	75,000 IMPRESSIONS PER MONTH 50% ENGLISH / 50% SPANISH	\$900 MONTH
 Pre Roll Keyword Search Targeting	27,273 IMPRESSIONS PER MONTH	\$600 MONTH
 CTV65	20,833 IMPRESSIONS PER MONTH ENGLISH/SPANISH	\$500 MONTH
RECURRING TOTAL		\$ 2,000 MONTH
GRAND TOTAL		\$ 6,000

Client Agreement

Start Date: _____

End Date: _____

Term: 3 MONTHS

 Print Client
 Name

 Client Signature

 Nexstar Media KGET - Bakersfield, CA
 Signature

This Proposal, also referred to as an Order, is governed by Nexstar Media Inc.'s Standard Advertising Terms and Conditions which may be accessed at <https://www.nexstar.tv/advertisingterms/> ("Nexstar Terms") and are incorporated herein. By signing or moving forward with this Order, you hereby agree to the Nexstar Terms.



TELEMUNDO

November 6, 2024- January 31, 2025

TELEMUNDO PRESENTATION

Program Name	Time	Spots	Rate	Total
Hoy Dia :30s	7AM – 11AM	4X	\$25	\$100
Rotator :30s	7AM – 11:30 PM	13X	\$30	\$390
Early News :30s	5PM-7PM	6X	\$85	\$510
Bonus As Available	7AM – 11:30 PM	15X	\$0	\$0
Total Monthly Spots		23X + Bonus Spots	36,300 TV Impressions (Adults 18-34)	
Total KGET Investment: \$1,000				

Date

Business

Signature

Taft College Nov 6, 2024 – Jan 31, 2025
BONUS SPOTS ARE NOT GUARANTEED



November 6, 2024- January 31, 2025
KGET PRESENTATION

Program Name	Time	Spots	Rate	Total
Sunrise News/ Today Show :30s	5AM – 11AM	4X	\$95	\$380
NBC Best Rotator :30s	6AM – 11:35 PM	14X	\$45	\$630
Evening Rotator :30s Early News/Access/Prime/Late News	5PM-11:35PM	6X	\$150	\$900
Weekend Rotator	5AM-11:35PM	3X	\$30	\$90
Bonus As Available	5AM – 2AM	20X	\$0	\$0
Total Monthly Spots		27X + Bonus Spots	164,400 TV Impressions (Adults 18-34)	
Total KGET Investment: \$2,000				

Date

Business

Signature

Taft College Nov 6, 2024 – Jan 31, 2025
 BONUS SPOTS ARE NOT GUARANTEED



TELEMUNDO



September 2024- January 31, 2025 MONTHLY BREAKDOWN

Total 5-month Investment:
\$25,000

Rafe Edward Tr. Clay, Jr.
Printed Client Name: _____

Client Signature: *R. Edward J.*

Date: *7/25/24*

PRODUCT	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025
Digital Campaign: Display Banner Ads, CTV, Pre-Roll Video	\$5000	\$5000	\$2000	\$2000	\$2000
KGET- TV 17 English	\$0 (Political)	\$0 (Political)	\$2000	\$2000	\$2000
Telemundo Spanish	\$0 (Political)	\$0 (Political)	\$1000	\$1000	\$1000
Monthly Investment:	\$5000	\$5000	\$5000	\$5000	\$5000

BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

AGM Radio Agreements— September 1, 2024 – January 31, 2025

Background:

The attached agreements will enable the college to deliver audio messages through the top three radio stations in Bakersfield (Hot 94.1, 101.5 Big FM, and Hits 93.1) that serve Adult listeners 18-24. These audio messages will help to build enrollment in **Spring Semester 2025**, promote Taft College, and reach the right target audiences at the right times through their preferred devices.

Terms (if applicable):

September 1, 2024 – January 31, 2025 (22 weeks)

Expense (if applicable):

\$23,100.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

English Radio

Sales Order

Station: KISV-FM Buyer: _____
 Contract Name: KISV SEPTEMBER24/JANUARY 25 Tax Schedule: _____ (None)
 Contract#: _____ (none) Agency Commission %: 0
 Start Date: 9/02/24 End Date: 1/31/25 Billing Cycle: Calendar
 Revenue Type: LOCAL DIRECT Type: Cash Salesperson: 3538RFESS Comm %: 0
 Advertiser: TAFT COLLEGE Makegood Policy: Within Contract Dates
 Address: Attn: SUSAN GROVEMAN
29 COUGAR COURT
 City: TAFT State: CA Zip: 93268
 Product Name: SEPTEMBER 24 - JANUARY 25
 Estimate #: SEPTEMBER 24 - JANUARY 25
 Competitive Code: EDUCATION / SCHOOLS

*APPROVE
RBT
7-25-24*

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION										RATE	TOTALS		PTY
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk	D/W	SPOTS		\$\$		
1	9/02/24	1/31/25		6:00 AM	10:00 PM	60	X	X	X	X	X			10	W	60.00	220	13,200.00		
2	9/02/24	9/05/24		6:00 AM	12:00 AM	60	X	X	X	X				5	W	0.00	5	0.00		
3	11/06/24	11/10/24		6:00 AM	12:00 AM	60			X	X	X	X	X	5	W	0.00	5	0.00		
4	11/11/24	1/26/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	7	W	0.00	42	0.00		
Run Weeks of: 11/11 11/25 12/09 12/23 1/06 1/20																				
5	11/18/24	1/19/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	6	W	0.00	30	0.00		
Run Weeks of: 11/18 12/02 12/16 12/30 1/13																				
6	1/27/25	1/31/25		6:00 AM	12:00 AM	60	X	X	X	X	X			6	W	0.00	6	0.00		

Billing Projections: By Month

	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
CA	2,520.00	2,760.00	2,520.00	2,640.00	2,760.00	0.00
ST	2,400.00	2,400.00	2,400.00	3,000.00	2,400.00	600.00

Print Spot Prices

Notes to Traffic: (07.22.2024/nb) ALL NO CHARGE SPOTS
 SCHEDULED TO AIR OUTSIDE THE POLITICAL
 WINDOW.

TOTAL SPOTS 308
 GROSS TOTAL \$ 13,200.00
 ADJUSTED SPOTS 308
 ADJUSTED TOTAL \$ 13,200.00

APPROVE DECLINE

- Sales Manager
- Traffic
- Jen Bowden
- ****

Sales Order

Station: KGFM-FM Buyer: _____
 Contract Name: KGFM SEPTEMBER 24/JANUARY 25 Tax Schedule: _____ (None)
 Contract#: _____ (none) Agency Commission %: 0
 Start Date: 9/02/24 End Date: 1/31/25 Billing Cycle: Calendar
 Revenue Type: LOCAL DIRECT Type: Cash Salesperson: 3538RFESS Comm %: 0
 Advertiser: TAFT COLLEGE Makegood Policy: Within Contract Dates
 Address: Attn: SUSAN GROVEMAN
29 COUGAR COURT
 City: TAFT State: CA Zip: 93268
 Product Name: SEPTEMBER 24 - JANUARY 25
 Estimate #: SEPTEMBER 24 - JANUARY 25
 Competitive Code: EDUCATION / SCHOOLS

*APPROVE
RET
7-25-24*

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION										RATE	TOTALS		PTY
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk	D/W	SPOTS		\$\$		
1	9/02/24	1/31/25		6:00 AM	10:00 PM	60	X	X	X	X	X			10	W	25.00	220	5,500.00		
2	9/02/24	9/05/24		6:00 AM	12:00 AM	60	X	X	X	X				5	W	0.00	5	0.00		
3	11/06/24	11/10/24		6:00 AM	12:00 AM	60			X	X	X	X	X	5	W	0.00	5	0.00		
4	11/11/24	1/26/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	7	W	0.00	42	0.00		
Run Weeks of: 11/11 11/25 12/09 12/23 1/06 1/20																				
5	11/18/24	1/19/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	6	W	0.00	30	0.00		
Run Weeks of: 11/18 12/02 12/16 12/30 1/13																				
6	1/27/25	1/31/25		6:00 AM	12:00 AM	60	X	X	X	X	X			6	W	0.00	6	0.00		

Billing Projections: By Month

	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
CA	1,050.00	1,150.00	1,050.00	1,100.00	1,150.00	0.00
ST	1,000.00	1,000.00	1,000.00	1,250.00	1,000.00	250.00

Print Spot Prices

Notes to Traffic: (07.22.2024/nb) ALL NO CHARGE SPOTS
 SCHEDULED TO AIR OUTSIDE THE POLITICAL
 WINDOW.

TOTAL SPOTS 308
 GROSS TOTAL \$ 5,500.00
 ADJUSTED SPOTS 308
 ADJUSTED TOTAL \$ 5,500.00

APPROVE DECLINE

- Sales Manager
- Traffic
- Jen Bowden
- ****

Sales Order

Station: **KKXX-FM** Buyer: _____
 Contract Name: **KKXX SEPTEMBER 24/JANUARY 25** Tax Schedule: _____ (None)
 Contract#: _____ (none) Agency Commission %: 0
 Start Date: **9/02/24** End Date: **1/31/25** Billing Cycle: **Calendar**
 Revenue Type: **LOCAL DIRECT** Type: **Cash** Salesperson: **3538RFESS** Comm %: **0**
 Advertiser: **TAFT COLLEGE** Makegood Policy: **Within Contract Dates**
 Address: **Attn: SUSAN GROVEMAN**
29 COUGAR COURT
 City: **TAFT** State: **CA** Zip: **93268**
 Product Name: **SEPTEMBER 24 - JANUARY 25**
 Estimate #: **SEPTEMBER 24 - JANUARY 25**
 Competitive Code: **EDUCATION / SCHOOLS**

*APPROVE
RET
7-25-24*

No	DATES		Alt wks	TIMES		LEN	DISTRIBUTION										RATE	TOTALS		PTY
	START	END		START	END		M	T	W	T	F	SA	SU	Per Wk	D/W	SPOTS		\$\$		
1	9/02/24	1/31/25		6:00 AM	10:00 PM	60	X	X	X	X	X			10	W	20.00	220	4,400.00		
2	9/02/24	9/05/24		6:00 AM	12:00 AM	60	X	X	X	X				5	W	0.00	5	0.00		
3	11/06/24	11/10/24		6:00 AM	12:00 AM	60			X	X	X	X	X	5	W	0.00	5	0.00		
4	11/11/24	1/26/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	7	W	0.00	42	0.00		
Run Weeks of: 11/11 11/25 12/09 12/23 1/06 1/20																				
5	11/18/24	1/19/25	X	6:00 AM	12:00 AM	60	X	X	X	X	X	X	X	6	W	0.00	30	0.00		
Run Weeks of: 11/18 12/02 12/16 12/30 1/13																				
6	1/27/25	1/31/25		6:00 AM	12:00 AM	60	X	X	X	X	X			6	W	0.00	6	0.00		

Billing Projections: By Month

	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
CA	840.00	920.00	840.00	880.00	920.00	0.00
ST	800.00	800.00	800.00	1,000.00	800.00	200.00

Print Spot Prices

Notes to Traffic: (07.22.2024/nb) ALL NO CHARGE SPOTS
 SCHEDULED TO AIR OUTSIDE THE POLITICAL
 WINDOW.

TOTAL SPOTS	308
GROSS TOTAL \$	4,400.00
ADJUSTED SPOTS	308
ADJUSTED TOTAL \$	4,400.00

APPROVE DECLINE

- Sales Manager
- Traffic
- Jen Bowden
- ****

BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Greg Kerr Radio Show Major Sponsorship Agreement—August 19, 2024 – June 30, 2025

Background:

*Taft College will be given categorical exclusivity for the duration of this agreement to keep the Greg Kerr Show on the air for another year. The attached agreement will enable the college to broaden its reach to sports fans listening to the Greg Kerr Show on ESPN. Our Superintendent/President, Athletic Director, and all Head Coaches will be invited to interview with Greg Kerr on air. These audio messages will help to build student-athlete enrollment in **Spring Semester 2025** and promote Taft College Athletics and its Coaching Staff by reaching the right target audiences at the right times through their preferred devices. This agreement supports Taft College Athletics Staff in their continuous efforts to recruit the best student-athletes possible.*

Terms (if applicable):

August 19, 2024 – June 30, 2025 (45 weeks)

Expense (if applicable):

\$15,750.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Taft College proposal for the Greg Kerr Show
Date: Wednesday, July 10, 2024 at 4:14:18 PM Pacific Daylight Time
From: Roger Fessler <rfessler@americangeneralmedia.com>
To: Susan Groveman <sgroveman@taftcollege.edu>

Urgent

Good afternoon Susan,

Please see below for the overview of the proposal for Taft College with the intention of becoming a major sponsor of the Greg Kerr Show.

Length of agreement:

Sponsorship will begin 8/19/24 and run through 6/29/25. The sponsorship will be for a total of 45 weeks. Taft College will be granted categorical exclusivity for the duration of the agreement.

Greg Kerr Show will run M-F from Noon to 2:00pm

Cost:

\$350 per week, total aggregate cost is \$15,750

*R. Edward J.
RET APPROVED
7-11-24*

Benefits derived Taft College as a major sponsor:

- 1.) Taft College will receive ten (10) :30 second commercials weekly inside the Greg Kerr Show
- 2.) Taft College will receive 10x billboards per week (ie. The Greg Kerr Show is brought to you by Taft College) The billboard will also become part of our High School feature, which will focus on the myriad of teams/athletes competing during their season, and will include discussions with Coaches and Athletes representing local High School teams. This newly designed feature will be sponsored by Taft College.
- 3.) Taft College will receive 25 commercials on ESPN Bakersfield programming throughout each week, (6a-10p rotators).
- 4.) The Greg Kerr Show will host a live interview once a month with an Athlete/Coach/Athletic Director at Taft College to discuss their season, success, etc.
- 5.) Taft College, in summary, will be receiving 35 commercials and 10 billboards per week, which translates to less \$8.00 per mention.
- 6.) Taft College will be given the right of first refusal to renew the agreement for the 2025/26 fiscal year.

As you know, Greg Kerr is recognized by most as the "Dean" of local sportscasters in our

community. He has worked long and hard over his 35 years in the community toward advancing local sports, and we would be thrilled to have Taft College as a major sponsor of the show.

Please feel free to reach out to me should you have any questions regarding the proposal.

Kindest regards,

Roger
747-3535

***** This is an EXTERNAL EMAIL. Stop and think before replying, clicking links or opening attachments. *****

Wednesday, July 10, 2024 at 14:02:18 Pacific Daylight Time

Subject: Re: Greg Kerr Show
Date: Wednesday, July 10, 2024 at 2:00:11 PM Pacific Daylight Time
From: Roger Fessler <rfessler@americangeneralmedia.com>
To: Susan Groveman <sgroveman@taftcollege.edu>
Attachments: image001.png

Hi Susan,

Just to clarify, Taft College will be the only college sponsor of the Greg Kerr Show, and you will be recognized as the sole sponsor of the segment for High School sports. We will still have several sponsors of the show, (as Mission Bank has been a sponsor since day 1), but exclusive from the standpoint of NOT having any other sponsors that Taft College is competing with for students. Since you are recruiting high school athletes, Taft College seemed to make the most sense for the segment on High School Athletics. Please let me know if you would prefer an exclusive feature sponsorship somewhere else in the show. While we have not outlined all the new features, we know we will have one for High School Athletics.

I have no ability to drop graphics in a one sheet, but I will outline the entirety of the package later this afternoon. Please try reaching back to me if you have any questions or concerns.

Thanks again!

Kindest regards,

Roger
747-3535

On Wed, Jul 10, 2024 at 9:45AM Susan Groveman <sgroveman@taftcollege.edu> wrote:

Hi Roger,

I think I can make this happen, especially if Taft College is the sole sponsor of his show. Can you send me a single page proposal with all the details for the new President to sign?? I meet with him tomorrow at 8:30 a.m. and can present it to him. Thank you.

Kind regards, Susan

Susan D. Groveman, MBA
Executive Director, Marketing and Community Relations

Date: July 16, 2024

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

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Master Service Agreement with UKG Ready Time & Scheduling and Leave Manager

Background:

The District would like to renew the service contract with UKG Ready, our existing HRIS system.

The attached agreement outlines reoccurring monthly fees and deliverables.

Terms (if applicable):

Monthly

Expense (if applicable):

\$7.70/record monthly reoccurring fee for recruiting and performance

\$6.45/record monthly reoccurring fee for ready time and scheduling and leave manager

Fiscal Impact Including Source of Funds (if applicable):

Signing a 3-year contract will result in a 10% increase in year one and a 0% increase in years two and three. All funds are included in budget for 2024-25 fiscal year.

Approved: _____



Dr. Rafe Edward Trickey, Jr., Superintendent/President



RENEWAL ORDER FORM

Quote#: Q-263977

Date: 11 Jun, 2024

Customer Legal Name:
WEST KERN COMMUNITY COLLEGE DISTRICT

Ship To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 COUGAR CT
TAFT, CA 93268-2329 USA

Customer Legal Address:
29 COUGAR CT, TAFT, CA 93268-2329 USA

Bill To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 COUGAR CT
TAFT, CA 93268-2329 USA

Bill To Contact:

Payment Terms: Net 30 Days
Customer PO Number:
Renewal Term: 36 months
Billing Frequency: Monthly
Billing Type: Arrears

Currency: USD
Solution ID: 6181323

Order Notes:

This is a 36 month term. Year one is 10% increase. Year two and three are 0% increase and thereafter shall not exceed 10% per annum.

Customer may not terminate the Subscription Services during the Renewal Term as set forth herein. After the Renewal Term the Subscription Services shall automatically renew for successive renewal terms of one (1) year each.

Contract Summary

Contract Period Start Date: 10/1/2024 12:00:00 AM

Contract Period End Date: 9/30/2027 12:00:00 AM

Total Minimum Price: USD 243,025.20

The Total Minimum Price is the total billable amount (pre-tax) for the contract period listed above.

Subscription Services

Subscription Services	Monthly Minimum Quantity	Employee Type	Subscription Fee Per Employee Per Month	Billing Start Date
UKG READY RECRUITING UKG READY PERFORMANCE UKG READY HR	500	HR Employees	USD 7.70	October 1, 2024

Subscription Services	Monthly Minimum Quantity	Employee Type	Subscription Fee Per Employee Per Month	Billing Start Date
UKG READY TIME AND SCHEDULING UKG READY INTEGRATION HUB UKG READY ACCRUALS MANAGER UKG READY TIME UKG READY ATTESTATION UKG READY LEAVE UKG READY ACA MANAGER	450	Time Employees	USD 6.45	October 1, 2024

WEST KERN COMMUNITY COLLEGE DISTRICT

UKG Inc.

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term.

BOARD AGENDA ITEM

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Alexander Strautman Copywriting and Consulting Agreement Revision—
August 1, 2024 – June 30, 2025

Background:

The attached agreement will enable the college to extend the copywriting and consulting services provided by Alexander Strautman and Jeannette Bondurant to make updates to the new Taft College website, focus on meeting Web Content Accessibility Guidelines (WCAG) 2.2 standards by April 26, 2027, develop copy content for various digital communications channel strategies, broadcast production, and newsletter stories for **Spring Semester 2025**, as well as produce a marketing and communications plan for 2025. *This proposal revision replaces existing agreement signed on July 10, 2024.*

Terms (if applicable):

August 1, 2024 – June 30, 2025

Expense (if applicable):

\$50 per hour for up to 150 hours per month, not to exceed \$82,500.00 for the 11-month period.

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: R. Edward J.
Dr. Rafe Edward Trickey, Jr., Superintendent/President

ALEXANDER STRAUTMAN
PROPOSAL FOR SERVICES
Copywriting, Editing, Content Strategy, Marketing Plan Development

11-MONTH CONTRACT PROPOSAL FOR TAFT COLLEGE
(REPLACING PROPOSAL SIGNED JUNE 2024)

OVERVIEW AND BACKGROUND

ALEXANDER STRAUTMAN is pleased to submit this new proposal for work on behalf of Taft College in its ongoing efforts to update the language, tone, and design of its website; develop a new marketing plan for 2025; assist the school in its efforts to bring its website up to Web Content Accessibility Guidelines (WCAG) 2.1 standards for 2027; and further promote Taft College's programs, services, staff, and facilities in other ways.

Alexander Strautman, with decades of copywriting and project management experience for commercial and non-profit organizations, will partner with Jeannette Bondurant, also with decades of experience in copywriting, editing, and design coordination (including eight years in higher education). The two will provide editorial, proofing, and other services to Taft College, including website and other content development, broadcast messages, creation of a new marketing plan, and other projects to be determined.

OUR PROPOSAL

This proposal is for an 11-month agreement: \$50 per hour for up to 150 hours per month – not to exceed \$7,500 per month for the period of August 1, 2024, through June 30, 2025. This agreement, once approved, replaces the prior agreement signed in June 2024 for a six-month period starting July 1, 2024, at \$5,000 per month, slated to continue through 12/31/2024.

CONCLUSION

If you have any questions regarding this proposal, please contact Alexander Strautman (aka James Alexander Strautman) at strauta@earthlink.net or by telephone at (213) 924-3049 at your convenience.

Thank you for your consideration!

Alexander Strautman
22 July 2024

Accepted by Taft College: RAFE EDWARD TRICKEY, JR. Date: 7-25-24
(Printed Name)
SUPERINTENDENT/PRESIDENT
(Title)
R. Edward Jr
(Signature)

Date: July 30, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President

Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Karen Mehoff / Graphic Design Consulting Agreement—September 1, 2024 – June 30, 2025

Background:

The attached agreement from Karen Mehoff / Graphic Design will enable the college to create sophisticated graphic design that is brand compliant across departments, focus on helping to meet Web Content Accessibility Guidelines (WCAG) 2.2 standards by April 26, 2027, and develop graphic design templates for various for print, signage, and promotional projects through **Spring Semester 2025**. The goals are to maintain uniform brand compliance and better serve the graphic design needs of student services outreach and campus events. *This work includes WESTEC.*

Terms (if applicable):

September 1, 2024 – June 30, 2025

Expense (if applicable):

\$50 per hour for up to 100 hours per month, not to exceed \$50,000.00 for the 10-month period.

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved: 

Dr. Rafe Edward Trickey, Jr. Superintendent/President



KAREN MEHOFF / GRAPHIC DESIGN

PROPOSAL FOR SERVICES

July 23, 2024

SERVICES

Creative Direction, Art Direction, Graphic Design, Illustration, Brand Compliance, Art Production, and Print Production Services

DURATION

10-MONTH CONTRACT PROPOSAL FOR TAFT COLLEGE

OVERVIEW AND BACKGROUND

KAREN MEHOFF is pleased to present this proposal for work on behalf of Taft College in its ongoing efforts to maintain a unified brand compliance of posted website content, official social media platforms, bookstore signage, print collateral, event materials, press materials, marketing materials, etc.; assist the Office of Marketing and Community Relations in complying with Web Content Accessibility Guidelines (WCAG) 2.1 standards, as required; and, further promote new academic programs, enhanced student services, staff and faculty accomplishments, and student successes to designated **Taft College and WESTEC** target audiences.

An award-winning creative director, Karen Mehoff is also a talented art director, graphic designer, illustrator, and print production designer with 30 years of experience working in multiple industries for a variety of clients. She will provide these services to **Taft College and WESTEC** on many types of projects, including booklets, signage, posters, flyers, brochures, one sheets, banners, social media posts, moving graphics, direct marketing pieces, and other projects to be determined.

COST AND TIME FRAME

This proposal is for a 10-month agreement: \$50 per hour for up to 100 hours per month – not to exceed \$5,000 per month for the period of September 1, 2024, through June 30, 2025.

If you have any questions regarding this proposal, please contact Karen Mehoff at karen@karenmehoff.com or by telephone at (310) 801-8634 at your convenience.

Thank you for your consideration.


Accepted by Taft College: Rafe Edward Trickey, Jr.
(Printed Name)

Date: 7-25-24

SUPERINTENDENT / PRESIDENT
(Title)

R. Edward Jr.
(Signature)

Date: July 25, 2024

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

Area Administrator: Dr. Rafe Trickey, Superintendent/President

Subject: Request for Approval

Board Meeting Date:

August 14, 2024

Title of Board Item:

Microsoft Campus Agreement 2024 (Year 5 of 6)
Agreement with Foundation for California Community Colleges (FCCC) to provide Microsoft Campus Agreement with Computerland of Silicon Valley.

Background:

Taft College, a member of the Foundation for California Community Colleges, participates in the Microsoft Campus Agreement. This Agreement allows for reduced costs for licensing Microsoft products used by campus departments and classrooms.

Terms (if applicable): _____

Terms of the agreement are from September 16, 2024 – September 15, 2025

Expense (if applicable):

Annual Cost of this agreement is \$39,273.15.

Fiscal Impact Including Source of Funds (if applicable):

Cost of this agreement is included in the ITS budget.

Approved:  _____
Dr. Rafe Edward Trickey, Jr., Superintendent/President

➤ **Renewal Worksheet of Taft College**

Validated Renewal Worksheet for Campus Agreement Licensing

Taft College
Foundation for California Community Colleges (FCCC)
Microsoft Campus Agreement 2024 (Year 5 of 6)

Please use this quote to generate and submit your PO no later than **Friday, 13-Sep-2024** to insure a timely renewal for everyone.

Purchase Order to be made payable to:

Submit Purchase Order by fax or e-mail:

ComputerLand Silicon Valley
808 West San Carlos Str., Suite 20
San Jose, CA 95126
Federal Tax ID 77-0269631

by FAX: **408-519-3260**
by E-mail: syork@ciland.com

• **Choose a Desktop Bundle for Faculty and Staff**

	Desktop Bundle for Faculty & Staff	Item Price (per EQU)	Select	EQU Count	Ext. Price
1.	Microsoft 365 A5 per faculty/staff Education Qualified User (EQU)	\$83.56	✓	315	\$26,321.40

• **Choose Optional Products Licensed Organization-Wide for Faculty/Staff**

	Optional Products Licensed Organization-Wide	Part Number	Item Price (per EQU)	Select	EQU Count	Ext. Price
1.	SQL Server CAL	359-00765CF	\$7.25	✓	315	\$2,283.75

• **Choose Optional Products Licensed per User or Device for Faculty/Staff**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	M365 Apps for Enterprise (Office 365 Pro Plus) for Devices - add-on to Microsoft 365 for deployment of full Office on shared machines like classrooms and labs.	RQL-00001CFU	\$0.00	3000	\$0.00
2.	Visio Online P2 per fac/staff user - includes download of Visio Pro	P4U-00001CFU	\$27.00	7	\$189.00
3.	Visual Studio Enterprise with MSDN per user	MX3-00115CFU	\$375.00	3	\$1,125.00

• **Choose Optional Products Licensed per User or Device for Students**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Microsoft 365 A5 Student Use Benefit - must license all EQU to qualify, maximum ratio of EQU:Students is 1:40	AAD-38405CSU	\$0.00	12600	\$0.00


• **Server License Options**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Core Infrastructure Server (CIS) Suite Datacenter - 16 core license pack. Combination of Windows Server Datacenter and System Center Datacenter license. Licensed per physical core, with unlimited server VMs allowed on the licensed device. Must licen	9GS-00128CF	\$560.00	8	\$4,480.00
2.	SQL Server Enterprise Core - 2 Core license pack. You must license 4 cores minimum per physical processor on a standalone machine or 4 virtual cores minimum on a VM. License all physical cores to achieve maximum virtualization on the licensed machine, all	7JQ-00341CF	\$1,335.00	2	\$2,670.00
3.	SQL Server Standard per Server (requires SQL CALs for all clients)	228-04437CF	\$88.00	8	\$704.00
4.	Windows Server External Connector - per physical host (needed for all Windows servers facing the internet OR, if student Windows Server CALs are not subscribed, needed for servers accessed by students off-campus or authenticating students on-campus or off	R39-00374CF	\$196.00	5	\$980.00
5.	Windows Server Standard Core - 16 core license pack. Licensed per physical core, with 2 VMs allowed on the licensed device. Must license 8 core minimum per processor, 2 processor minimum per physical server (16 core minimum per physical server).	9EM-00265CF	\$52.00	10	\$520.00

TOTAL \$39,273.15

BOARD AGENDA ITEM

Date: July 30, 2024

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

Area Administrator: Dr. Rafe Trickey, Superintendent/President

Subject: Request for Approval

Board Meeting Date:

August 14, 2024

Title of Board Item:

Request for Approval of Change Order: Wireless Bridge Project for Welding Facility
Quote #STDQTE104986

Background:

The Wireless Bridge Project for the Welding Facility was awarded to AARC Tech, Inc., in June 2024.

In addition to establishing a network bridge between Taft College's main campus and the off-campus Welding Shop site, we propose relocating the existing cabinet used for storing network equipment (both existing and new) from the welding shop area to the office area. This relocation will ensure the network equipment operates in a climate-controlled room, reducing the risk of dust accumulation. The current location is too hot and susceptible to dust and particles from the welding shop environment. We also recommend installing a UPS on the floor to provide backup power in case of an outage.

Terms (if applicable): _____

N/A

Expense (if applicable):

The original approved contract price is \$22,193.09. Change Order No. 1 cost is \$5,775.00. The new total contract price if approved would be \$27,968.09.

Fiscal Impact Including Source of Funds (if applicable):

To be paid with CTE funds.

Approved:  _____

Dr. Rafe Edward Trickey, Jr., Superintendent/President



1600 Mill Rock Way
 Bakersfield, CA 93311
 661.281.4000 (Main)
 661.281.4008 (Fax)
 www.rrc.com
 Lic. # 807557

Quote	
STDQTE104986	07/30/2024



"...serve wholeheartedly..." Eph 6:7-8

Customer	Contact	Ship To
Taft College Xiaohong Li 29 Emmons Park Dr Taft, CA 93268 P: (661) 763-7700	Xiaohong Li	Taft College Xiaohong Li 29 Emmons Park Dr Taft, CA 93268 P: (661) 763-7700

Account	Agreement	Due Date	Account Rep	Schedule Date
027356		7/30/2024		7/30/2024
Quotation	PO #	Terms	Ship Via	Printed
			DELIVERY	7/30/2024 8:24 AM

L	Item	Description	Order	Ship	Price	UM	Discount	Amount
12	.	PROJECT LABOR	1	0	\$0.00	EA	\$0.00	\$0.00
13	PS-LABOR-FLAT	Project Management	3	0	\$165.00	HR	\$0.00	\$495.00
13	PS-LABOR-FLAT	Cabling Work	20	0	\$165.00	HR	\$0.00	\$3300.00
14	PS-LABOR-FLAT	Installation and Setup of Hardware / Cable Management	12	0	\$165.00	HR	\$0.00	\$1980.00

<p>Our promise to you is to provide the best technology experience possible. We will work to ensure you receive the best products and services delivered in a prompt and professional manner. Please take a moment to review and agree to the terms and conditions of your purchase. Thank you for choosing ARRC Technology. We are at your service.</p> <p>Signed:</p> <p>Printed Name:</p> <p>Serve wholeheartedly...Eph 6:7-8</p>	Payment Details	
	<p>Subtotal \$5775.00</p> <p>Freight \$0.00</p> <p>Tax \$0.00</p> <p>Total \$5775.00</p> <p>Paid</p> <p>Balance \$5775.00</p> <p>Dep. Avail</p>	<p>))_on_signeri_initials</p>

Signature:

Email: billing@arrc.com

Date: August 5, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Ratification

Board Meeting Date: August 14, 2024

Title of Board Item:

Request for Ratification - Statement of Work Proposal - Executive Leadership Intercultural Development/Equity Training

Background:

The District seeks to formalize an agreement with Transcend Consulting Group, LLC and Global Leadership Solutions, LLC to provide education and foster challenge to Administrators in the areas of leadership development and diversity appreciation.

The attached agreement outlines the fee schedule and deliverables.

Terms (if applicable):

July 1, 2024 through August 31, 2024

Expense (if applicable):

\$17,899 - Planning, development, and delivery of services
Travel Costs - not to exceed \$4,000

Fiscal Impact Including Source of Funds (if applicable):

Included in District 2024-25 budget

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Statement of Work Proposal

Proposal to Perform Executive Leadership Intercultural Development/Equity Training

Date	Services Performed By:	Services Performed For:
June 11, 2024	Transcend Consulting Group, LLC, Luca E. Lewis, Ph.D. (“Contractor”) 5016 Fir Street Blaine, WA 98230	Taft College (“Client”) 29 Cougar Court Taft, CA 93268
	Global Leadership Solutions, LLC Ata Karim, Ph.D. (“Contractor”) 5818 140 St, SW Edmonds, WA 98026	

The following proposal reflects an overview, timeline, and fee schedule, pursuant to a future contracted agreement between Taft College (“Client”), Transcend Consulting Group, LLC (“Contractor”), and Global Leadership Solutions, LLC (“Contractor”). This proposal (hereinafter called the “Executive Leadership Intercultural Development/Equity Training”), is entered into by and between Contractor and Client, and is subject to any finalized mutually agreed upon terms/conditions specified below.

Period of Performance

Services shall commence in July 2024 and shall conclude through August 2024. Services may continue as needed and appropriate following any requests made by the Client.

Scope of Work | Goals and Outcomes

Contractors will provide the following to Client:

- 1. Administer Cultural Competency Evaluation Tools.** Contractors propose administration of the Intercultural Development Inventory (IDI) and the Intercultural Conflict Style Survey (ICS).

The [Intercultural Development Inventory](#) (IDI) is an online, cross-culturally valid, reliable, and generalizable measure of intercultural competence along the validated intercultural development continuum (adapted, based on IDI research, from the DMIS theory developed by Milton Bennett and Mitchell Hammer). The IDI is demonstrated through research, to have high predictive validity to both bottom-line cross-cultural outcomes in organizations and intercultural goal accomplishments in education. We will be structuring and guiding a significant portion of our work around the IDI individual and cohort team experience.

The [Intercultural Conflict Style Inventory](#) (ICS) is an 18-item online questionnaire, easy to use, a cross-culturally validated assessment of an individual’s approach to communicating, resolving conflicts and solving problems. Also developed by Dr. Mitchell Hammer, the ICS Inventory provides a roadmap to how people use specific culturally grounded strategies for communicating ideas, resolving disagreements, and dealing with emotional upset and setbacks. The ICS Inventory assesses culturally learned approaches for communicating information and resolving conflict in terms of direct or indirect strategies for “working through” substantive disagreements and emotionally restrained or expressive approaches for productively addressing and dealing with conflict.

2. **IDI/Equity Training.** Contractors propose the following outcomes for a 2-day IDI/equity executive leadership training:

- Debrief IDI and ICS and set intercultural competence goals; develop team and individual intercultural development plans.
- Learn about types of culturally restrictive thinking and unconscious biases on college processes, teaching and learning, leadership and decision-making in a community college setting.
- Recognize how privilege, oppression, and biases are psychologically and organizationally created and reproduced at Taft College.
- Explore current leadership challenges using IDI, DEIA (Diversity, Equity, Inclusion, and Access), and conflict management/resolution frameworks.
- Strategize to help leadership efforts to generate effective solutions for the current challenges and support effective institutional transformations at Taft College.
- Identify three strategies to address immediate challenges facing the participating leadership team.

Fee Schedule

The total value for planning, development, and delivery of services shall not exceed **\$17,899 dollars** total unless otherwise agreed to by both parties, as outlined within. The total value of planning, development and delivery of deliverable does not include travel costs (i.e. flight, hotels, parking, per diem, etc.). These costs shall not exceed a total of **\$4,000**.

Item	Description/Computation	Total
1	Consultants will administer the Intercultural Development Inventory (IDI) and the Intercultural Conflict Style Survey (ICS) and maximum one-hour individual debriefs for up to nine (9) team members at Taft College. <ul style="list-style-type: none"> • IDI. \$20 per IDI x 9 participants = \$180.00 • ICS. \$16 per ICS x 9 participants = \$144.00 • Mandatory IDI/ICS Debrief @ \$175 x 9 participants = \$1,575.00 	\$1,899.00
2	Develop and provide a customized max 1.5 virtual introduction/overview session to team members consisting of purpose of the IDI/ICS, overview of objectives and outcomes, and steps to complete the assessment and mandatory debrief, prior to in-person training.	\$1,000.00
3	Provide two (2) full days of IDI/ICS and equity training with team members with consultants.	\$15,000.00
Total		\$17,899.00

In collaboration with Contractors, Client will be responsible for training material and support needs of special populations so they may participate in these activities, for instance, ADA related services and language related services.

Date: July 31, 2024
Submitted by: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Area Administrator: Dr. Rafe Edward Trickey, Jr., Superintendent/President
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:
Agreement – Diligent Community Governance System

Background:
The Board of Trustees meeting materials, Board Policies and Administrative Procedures will be managed within the Community governance system (formerly BoardDocs). By replacing the current manual process, the materials for Board meetings and the revision process of Board Policies and Administrative Procedures will become streamlined and efficient. The use of technology will also greatly enhance accessibility to become more inclusive to our stakeholders and community. The Diligent company is a partner with the Community College League of California which provides a discount and unifies our processes with many of the other California community colleges.

Terms (if applicable):
Auto Renews Annually with a 4% increase in Fees as Negotiated by CCLC

Expense (if applicable):
\$14,500 per Year for the Diligent Community and Policy Publisher Packages

Fiscal Impact Including Source of Funds (if applicable):
These fees will be included in the District adopted budget.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President



Diligent
Community

Proposal



Proposal for: West Kern CCD/Taft College

Prepared for: Sarah Criss

Date: May 29, 2024

Prepared by: Jeffrey Lee II

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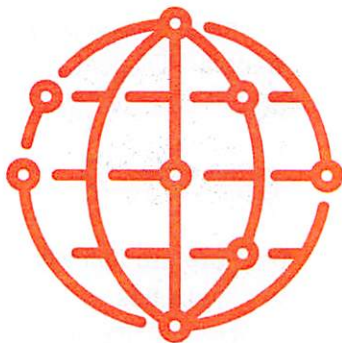
Overview

Diligent Community™: a modern governance solution designed exclusively to meet the needs of school districts and local government.

Many school districts are relying on paper-bound processes or outdated technologies that no longer meet the needs of today's digital age. As a consequence, they are facing serious governance gaps, and struggling with poor meeting efficiency, issues with inclusion, transparency and security, and lack of access to real-time information. Diligent Community, alongside forward-thinking public leaders, addresses these pressing governance gaps.

Diligent Community enables K-12 leaders and administrators to achieve excellence in modern governance. It supports responsiveness to their constituencies through an integrated set of technologies, insights and processes. Building on Diligent's deep experience in offering digital governance solutions to corporate boards, Diligent Community provides school districts with the same streamlined approach to modern governance but tailored to the specific needs of school boards.

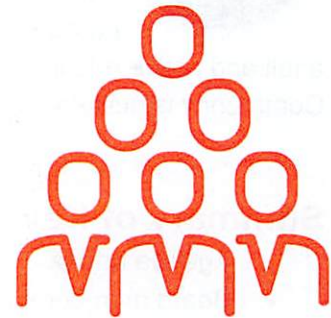
Diligent Community is a responsive design, "mobile-first" digital solution that enables school boards to drive workflows in a predictable and transparent manner, encouraging engagement and making the decision-making process more effective. For constituents, this means that not only are all current and past meeting documents available anytime from anywhere, but live, fully inclusive meeting participation is now possible.



EFFICIENT



MOBILE



INCLUSIVE



Why choose Diligent Community



Efficiency – School districts, first and foremost, must prioritize serving their constituents, and only then can they turn their focus to improving governance. Community leaders are required to drive results with fewer resources and limited time. Diligent Community facilitates a fully secure, digital and streamlined process for meetings, including agenda management, document collation with status updates, and publication of final meeting materials and minutes. Diligent Community gives leaders the ability to manage the workflow of building and sharing meeting materials and agendas in a predictable and transparent manner. And, it's intuitive and easy to use.



Mobility – Now more than ever, our communities are connected through our devices. Mobile technologies can K-12 leaders engage their constituents outside the context of a laptop or home computer. That's why Diligent Community has been built to leverage a responsive, mobile-first design to ensure that any action taken on a desktop will be just as easy to complete on a smartphone or tablet. Not only does this allow flexibility for board members to review and annotate documents from their preferred device, but provides administrators the ability to add, edit and publish agenda items on the go.



Inclusion – Ease of engagement and inclusion are critical. Whether you're talking about geographically diverse districts, people with disabilities, single moms, housebound seniors or constituents who are traveling, these are everyday scenarios. School districts are getting challenged in court over lack of inclusion for all citizens. Diligent is committed to expanding engagement for all citizens through the use of technology. By using technology to reduce barriers and make it easier to engage, all members of our community can play a full and active role in the governance process and the entire community benefits. Diligent Community is built on a foundational commitment to be inclusive for all users.

Summary of Key Capabilities

- Agenda and book creation
- Board member cross-device annotations
- One-click print for meeting material
- Enhanced accessibility features
- Improved mobile-first UI
- Fewer clicks and more productivity
- Powerful search capabilities
- Localized community-specific user interface
- Social media integrations



Security

Diligent's 360° safety measures include safeguards against internal, external and unknown threats.

The core of the technology for Diligent Community is deployed through an open, flexible, enterprise-grade cloud computing platform housed in world-class hosting data centers that maintain various globally recognized security certifications. The data centers also provide physical and environmental controls to ensure access is controlled 24x7. Data is secured using industry-standard encryption methods.

Support

We take pride in delighting our clients.

We pride ourselves on delivering best-in-class customer support to our clients. Our customer support team is available 24/7. The team is here as your resource, free of charge.

As part of our commitment to the success of your community, you'll receive support as part of our service:

- 24/7 Support
- Implementation onboarding
- Unlimited storage for agendas and board-related documents
- Online user guides, tips/tricks and videos
- Regular customer webinars

About Diligent

Diligent is the pioneer in modern governance. Diligent empowers leaders to turn governance into community impact through unparalleled insight and highly secure, integrated SaaS applications that help public sector entities thrive and endure in today's complex landscape. Diligent's trusted, cloud-based applications streamline the day-to-day work of boards, councils and committees, support accountability and transparency, manage hundreds of policy documents and files, and deliver the insights and information leaders need to address stakeholder concerns and create impact.

With the largest global network of directors and executives, Diligent's suite of governance solutions are relied on by more than 16,000 organizations and 650,000 leaders in over 90 countries. With an eye toward inclusivity and accessibility, Diligent serves some of the largest public governing bodies and more than 50% of the Fortune 1000, 70% of the FTSE 100 and 65% of the ASX.



Pricing

Optional Add-Ons	
Diligent Community <ul style="list-style-type: none">Includes agenda/minutes management, flexible workflow for submitting items, document center, public site to publish materials, public subscription to agenda notices, board member annotations, voting, and more.Unlimited agendas & minutes templatesUnlimited storage for meeting related content excluding large video files.24/7 support & group coaching sessions on a monthly cadenceUnlimited users within your organization	\$11,000* per year
Committee Manager (Pack of 5) <ul style="list-style-type: none">Separate templates, viewing, and publishing permissions for 5 additional committees w/ different meeting/voting bodies.Can purchase additional packs of 5 for \$250/year for each "pack of 5"	\$4,000 per year
Policy Publisher <ul style="list-style-type: none">Manage policy lifecycle from creation to adoption with customizable workflows, version control that provides a transparent record of every modification and a history of previous policies/approval dates, and a searchable public repository.	\$3,500 per year
Livestream Manager <ul style="list-style-type: none">Live video stream viewable directly alongside meeting agenda in real-time.Timestamps can be generated as you navigate the live meeting in Community.BoxCast SPARK Encoder, can purchase at \$999 (HDMI) each; \$1299 (SDI)	\$3,600 per year



Diligent Community

Proposal

Automated Live Captioning <ul style="list-style-type: none">• Closed captions on the live broadcast and archive via BoxCast & YouTube.• Search capability to easily navigate to specific topics based on closed caption within a video.	\$1,250 per year
Recommended Package (based on discussion) <ul style="list-style-type: none">• Diligent Community• Committee Manager	Subtotal for Recommended Package <ul style="list-style-type: none">• \$15,000/year

Terms & Conditions

- The annual fees outlined herein are guaranteed for thirty (30) calendar days from the date of issuance
- The annual fees outlined herein are based on a one-year auto renew contract with an 4% price increase each year thereafter based on relationship with the CCLC
- The annual fees include hosting, technical support (e-mail and 1-800 support), maintenance, online training sessions, regular upgrades to the software and storage space
- All annual fees are payable up front
- Your license will include unlimited users from your organization

BOARD AGENDA ITEM

Date: July 25, 2024

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

Area Administrator: Dr. Rafe Trickey, Superintendent/President

Subject: Request for Approval

Board Meeting Date:

August 14, 2024

Title of Board Item:

Computerland - SOPHOS Central Intercept License Renewal, Quote #188514-1

Background:

Taft College uses SOPHOS for Anti-Virus protection on District computers, keeping the College in compliance with security standards.

Terms (if applicable):

License renewal term dates are August 30, 2024 - August 29, 2025

Expense (if applicable):

The total cost of the annual renewal is \$1,160.00.

Fiscal Impact Including Source of Funds (if applicable):

This cost will be paid using CCCCCO Cybersecurity funds or the ITS budget.

Approved: *R. Edward J.*

Dr. Rafe Edward Trickey, Jr., Superintendent/President



808 W San Carlos St #20
San Jose, CA 95126 Telephone : 408-519-3200
www.cland.com Fax

Quotation

Ship to Taft College
29 Cougar Court
Taft, CA 93268

Salesperson Sheri York
syork@cland.com
Director, Software & Licensing
Phone : 408-519-3221 direct
Fax

Date: 7/3/2024
Number: 188514-1
Page: 1 of 1
Sales order: 188514
Payment: Net 15
Purchase order

Bill to Taft College
29 Cougar Court
Taft, CA 93268

Contact Mark Gibson
mgibson@taftcollege.edu
661763-7737

Item number	Description	Quantity	Unit price	Amount
CIXA0U12ADREAA	SOPHOS CENTRAL INTERCEPT X ADV - 50-99 USERS - RNWL EDU 12 MO	50.00	22.00	1,100.00
CIXA0S12BAREAA	SOPHOS CENTRAL INTERCEPT X ADV FOR SVRS - 1-9 SERVERS EDU RNW 12 MOS	1.00	60.00	60.00

Start Date 2024-08-30 End Date 2025-08-29

Subtotal: 1,160.00
Tax: 0.00
Shipping & handling ..: 0.00
Total: 1,160.00

Date: July 25, 2024
Submitted by: Janis Mendenhall, DSPS Coordinator/Counselor
Area Administrator: Emmanuel V. Campos, Interim VP of Student Services
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Master Agreement Between Independent Living Center of Kern County (ILCKC) and Taft College for American Sign Language (ASL) Services

Background:

The Independent Living Center of Kern County (ILCKC) shall provide Taft College with ASL Interpreting Services at a location designated by Taft College to provide interpretation of spoken word to sign language and/or sign language to spoken word. This service is needed to accommodate people needing ASL interpreting for access to Taft College's services and programs.

Terms (if applicable):


August 26, 2024- August 31, 2025

Expense (if applicable):

The hourly rates range from \$85/hour to \$140/hour depending on the format of service (virtual, in-person, etc.) date, and time of event or circumstance. Travel time and mileage rates may apply in addition to the hourly rate.

Fiscal Impact Including Source of Funds (if applicable):

DSPS or District funds dependent on event and function.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President



5251 Office Park Drive SUITE 200
Bakersfield CA 93309

800.529.9541 TOLL FREE
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661.325.1063
661.325.6702 FAX

info@ilcofkerncounty.org
www.ilcofkerncounty.org

Master Agreement for ASL Interpreting Services

This Master Agreement for ASL Interpreting Services (“Agreement”) is entered into by and between Independent Living Center of Kern County (“ILCKC”) and [REDACTED] (“Customer”), collective referred to herein as “Parties,” with reference to the following facts:

Recitals

WHEREAS, ILCKC maintains a registry of qualified American Sign Language (“ASL”) interpreters who abide by the National Registry of Interpreters, Code of Professional Conduct that govern performance.

WHEREAS, Customer has or may have the need from time to time for ASL Interpreting Services.

WHEREAS, Customer seeks to engage ILCKC to provide ASL Interpreting Services.

NOW, THEREFORE, in consideration of the various covenants and agreements hereinafter set forth, the Parties agree as follows:

Agreement

- Scope of Services: ILCKC, through employees and/or independent contractors, shall provide to Customer with ASL Interpreting Services (“Services”) consisting of one or more interpreters present at a location designated by Customer to provide interpretation of spoken word to sign language and sign language to spoken word.
- Fees, Scheduling, Reimbursement, Cancellation, Payment and Other Terms: The fees to be paid for Services, reimbursement, cancellation, and other terms for Services are set forth in Attachment “A” and are hereby made a part of this Agreement. The content of Attachment “A” may be changed from time to time upon mutual agreement of ILCKC and Customer.
- Term and Termination: This Agreement is effective immediately upon the date of Customer’s signature and will remain in effect for a period of one (1) year. At the end of this initial term, this Agreement shall automatically renew on a yearly basis unless either party notifies the other in writing of no extension. Either party may give a thirty (30) days prior written notice to terminate the Agreement, with or without cause.

4. Independent Contractor Status: ILCKC, its agents, contractors, subcontractors, representatives, and employees, shall act as and be considered independent contractor(s) in the performance of this Agreement and not as officers or employees of Customer. As such, ILCKC shall invoice for Services as set forth in Attachment "A". Further, ILCKC shall be responsible for all employment related taxes for persons it hires to perform Services.

5. Non-Circumvention: Customer agrees not to circumvent ILCKC by using ILCKC's trade secrets, confidential, and/or proprietary information to pursue, engage in transactions with, contact, or work with employees, business associates, and other third parties introduced to Customer by ILCKC. It is understood that ILCKC retains ownership of any such trade secret protected referral and information and Customer is prohibited from misappropriating such information to compete with ILCKC or otherwise gain unfair advantage for a competing business.

6. Confidentiality: All knowledge and information expressly identified by Customer in writing is confidential and which is acquired by ILCKC and/or the interpreter(s) hired by ILCKC to perform Services shall be maintained in confidentiality by ILCKC and/or the hired interpreter(s) and, except as expressly authorized by Customer in writing, shall not be divulged or published by ILCKC and/or the interpreter(s). Confidential information for purposes of this paragraph shall not include information which is or becomes available to the general public (other than through a breach of this paragraph) and shall not include information subject to disclosure under in State or federal public information or disclosure law.

7. Audio and Video Recording of Services: ILCKC, on its own behalf and on behalf of the interpreter(s) hired by ILCKC to perform the Services, consent to the audio and video recording of the Services performed by the interpreter(s) to the extent that such audio and video recordings are for the sole use of Customer and shall not be further distributed. This limitation shall not apply to audio and video recordings during public meetings of governmental bodies.

ILCKC shall be responsible for retrieving audio and video recording consent from its interpreters.

8. Non-Exclusivity. Customer understands and agrees that ILCKC and the interpreter(s) that it hires to perform the Services may perform Services for other Customers during the term of this Agreement as ILCKC may see fit, in its sole and absolute discretion.

9. Insurance: ILCKC shall, upon request of Customer, provide evidence of general liability and worker's compensation insurance.

10. Governing Law, Entirety of Agreement, and Partial Invalidity: This Agreement shall be governed by the laws of the State of California. It constitutes the entire agreement between ILCKC and Customer regarding this subject matter. If any

provisions of this Agreement are held by any court to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force.

11. Modification: This Agreement may be amended only upon the prior written agreement of ILCKC and Customer.

12. Non-Waiver: No waiver of a breach of this Agreement shall constitute a waiver of any other breach. Failure of either party to enforce at any time or from time-to-time any provision of this Agreement shall not be construed as a waiver thereof.

13. Compliance with Laws, Rules, and Regulations: ILCKC and Customer shall comply with all applicable laws, rules, and regulations when performing Services pursuant to this Agreement and in the performance of the Agreement in general.

14. Non-Discrimination: In providing Services pursuant to this Agreement, ILCKC shall not discriminate on the grounds of race, color, national origin, sex, age, disability, or other protected classification under federal, state, or local law. ILCKC shall take affirmation action to ensure that applicants for employment are employed and that employees are treated without discrimination.

15. Indemnification: Customer shall indemnify, defend, and hold harmless ILCKC and its officers, directors, shareholders, employees, and affiliates from and against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Customer or Customer's assistants, contractors, subcontractors, representatives, agents, and/or employees in any way related to Services provided by ILCKC to Customer, excluding any claims or liabilities arising out of the sole negligence or willful misconduct of ILCKC or its employees.

16. Mediation/Arbitration: In any dispute over or in any way related to the provisions of this Agreement and in all other disputes among the Parties, (the "Disputing Parties") (including issues of enforceability, termination, and arbitrability), the dispute shall:

(a) Be professionally and promptly presented and negotiated in good faith between the Disputing Parties.

(b) In the event that negotiation fails or upon the expiration of one (1) month of the event(s) giving rise to the dispute, whichever is sooner, the dispute shall then be submitted to non-binding mediation. The Disputing Party shall apply to the American Arbitration Association for a mediator, with the mediation to take place in Kern County, California.

(c) In the event mediation fails to resolve all of the issues between or among the Disputing Parties, or if mediation is not held within two (2) months of the event(s) giving rise to the dispute, then the matter or any remaining matters shall be submitted to final, non-appealable, binding arbitration. The arbitration shall be held by the American Arbitration Association in accordance with the Commercial Arbitration

Rules of the American Arbitration Association. The place of arbitration shall be Kern County California.

(d) The arbitration will be conducted in English. The arbitrator may issue any preliminary, injunctive, and/or equitable relief. Nothing in this Section will serve to restrict the ability to apply for emergency relief. Any Party may, after failure of the negotiation and mediation procedures above, commence arbitration of the dispute by sending a written request for arbitration to all other disputing parties. The request shall state the nature of the dispute to be resolved by arbitration, and arbitration shall be commenced as soon as practical after such Parties receive a copy of the written request. The Parties may not bring suit regarding any disputes, controversies, or claims subject to this Section of this Agreement in any venue other than an arbitration pursuant to this Section of the Agreement, except in order to enforce this Section or enforce an arbitral award made pursuant to this Section. In the event that a Party attempts to bring an action in violation of this Section, the Parties agree that the other Party will be entitled to the arbitrator or judge entering an injunction to enjoin such unauthorized action. The Federal Arbitration Act (9 U.S.C. § 1 et seq.) governs the interpretation and enforcement of this Agreement. The arbitrator may award damages, penalties, declaratory or injunctive relief only in favor of the individual party seeking such relief and only to the extent necessary to provide relief warranted by that party's individual claim. All Parties shall initially share the cost of arbitration, but the prevailing Party or Parties shall be awarded attorneys' fees, costs, and other expenses of arbitration. All arbitration decisions shall be final, finding, and conclusive on all the Parties to arbitration, and legal judgment may be entered based upon such decision in accordance with applicable law in any court having jurisdiction to do so. The Parties agree that the arbitral award shall be recognized by any applicable courts pursuant to all applicable statutes, conventions, and treaties.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by its authorized representative in its name and on its behalf.

**INDEPENDENT LIVING OF
KERN COUTNY (ILCKC):**

Jimmie Soto, Executive Director

Date: _____

CUSTOMER:

Print Name: _____

Signature: _____

Date: _____



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Bakersfield CA 93309

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www.ilcofkerncounty.org

ATTACHMENT "A" TO AMERICAN SIGN LANGUAGE INTERPRETING SERVICE AGREEMENT

1. ASL INTERPRETING FEES

General	\$85.00/hour/interpreter
After Hours*	\$110.00/hour/interpreter
Emergency**	\$140.00/hour/interpreter

*After Hours interpreting rates apply to Services initiated and provided between 5:00 pm and 8:30 am Monday through Friday and anytime on Saturdays, Sundays, and ILCKC observed holidays.

**Emergency interpreting rates apply to all requests for Services with less than 48 hours' notice.

Please note that the start time of the appointment will determine at which rate the entire assignment will be billed. Customer wanting to avoid higher rates should take into consideration that the Regular Rate applies to ILCKC operating hours and not the operating hours of the customer.

2. ADDITIONAL TERMS OF SERVICE

A. Minimum charge: All Services are scheduled at an initial two (2) hour minimum to be billed at the rate determined by the start time requested by Customer. Additional time past the two (2) hour mark are billed in one-hour increments.

B. Specialized Interpreting: Services that require additional skills or training beyond the typical ASL/English services (e.g., Tactile/Pro-Tactile, Trilingual, etc.) is considered Specialized Interpreting. In the event specialized interpreting is requested by Customer, the hourly rate determined by the appointment start time will be adjusted to reflect an additional \$10/hour.

C. Scheduling: Services request should be made in advance by phone, fax, or email (aslrequest@ilcofkerncounty.org). No minimum advanced notice is required, however, requests made with less than 48 hours' notice are subject to the Emergency Rate.

Insufficient notice may result in unfulfilled service requests. Appointments are scheduled with specific start and end times. There is a two (2) hour minimum for all assignments regardless of if the full two (2) hours are needed. In the event that the interpreter is released prior to the scheduled end time, Customer will be invoiced for the entire time scheduled.

D. Unscheduled Additional Time: In certain circumstances, Customer may find it necessary to request additional Service time after a scheduled job has begun. Additional time is allowed but is subject to acceptance by the interpreter(s) already on the assignment and the absence of conflict with other scheduled appointments. Additional time shall be invoiced in one (1) hour increments for time exceeding the original scheduled Service request.

E. Multiple Interpreters: ILCKC, in its sole and absolute discretion, reserves the right to assign more than one interpreter to a job. Such assignments may be made with respect to certain jobs where Service is continuous, and/or when Service is over two (2) hours in length (classes, seminars, meetings, and other events that do not allow for intermittent breaks). In the event that multiple interpreters are assigned to a job, Customer will be invoiced for each interpreter for the entire scheduled time of the job, notwithstanding that one interpreter may be on a break.

F. Travel Time: Travel time is a charge for Services in excess of 30 miles one-way. Travel time is invoiced at the same rate in which the assignment is being billed.

G. Mileage and Miscellaneous Reimbursements: Any Services provided in excess of 20 miles (round trip) from the ILCKC headquarters, Customer shall pay ILCKC the current mileage rate determined by the Internal Revenue Service. Miscellaneous reimbursements, including but not limited to, parking fees and tolls, shall be reimbursed to ILCKC.

H. Duplicate Requests: It is Customer's sole responsibility to ensure Service requests are made properly. In the event Customer makes duplicate requests, Customer is responsible to pay for such requests. ILCKC shall not be responsible for determining if Service requests were made in error and accepts all requests as received.

I. Confirmation, Changes, and Cancellations: An appointment is considered confirmed and billable once ILCKC has acknowledged the request for Service, assigned an interpreter, and has sent a confirmation email to Customer. At least 48 hours' advance written notice is required for all cancellations, location changes, and changes to the scheduled length of interpreting services. Scheduled assignments that are cancelled with less than 48 hours advance notice will be invoiced to Customer for the scheduled hours, at the applicable rate (general, after hours, or emergency), plus any mileage and miscellaneous reimbursements actually incurred by the interpreter(s). A customer needing to cancel or make changes to services must do so in writing by emailing ILCKC at asrequest@ilcofkerncounty.org. Changes and cancellations are not effective until acknowledged in writing by ILCKC.

"No-Shows" are consumers/clients that fail to appear at the assignment. Customers are still billed as if the interpreting assignment was completed. ILCKC advises Customers to take up these issues with their consumer/client on an individual basis.

J. Invoicing and Payment: Payment is due within 60 days from the invoice date. ILCKC will invoice the customer after interpreting services are completed. After 60 days, invoices in arrears will incur a \$25 late fee. The late fee will increase to \$50 after unpaid invoices exceed 90 days. All late fees are charged on a monthly basis. Payments made with a credit card will incur a surcharge deemed by the credit card company.

In the event the Customer refuses to pay, ILCKC reserves the right to take legal action. Customer in collections will be responsible for all reasonable court costs and actual attorney's fees.

ACKNOWLEDGMENT: I acknowledge that I read and understand the terms and conditions of Attachment A.

Customer Name (Print)

Date

Customer Signature

Please provide the information where invoices are to be sent:

Attention (name): _____

Address: _____

Contact Phone #: _____

E-mail Address: _____

BOARD AGENDA ITEM

Date: August 1, 2024
Submitted by: Janis Mendenhall, DSPS Coordinator/Counselor
Area Administrator: Emmanuel V. Campos, Interim VP of Student Services
Subject: Request for Approval

Board Meeting Date: August 14, 2024

Title of Board Item:

Services Agreement Between Sorenson Communications and Taft College for American Sign Language (ASL) Services

Background:

Sorenson Communications shall provide Taft College with ASL Interpreting Services at a location designated by Taft College to provide interpretation of spoken word to sign language and/or sign language to spoken word. This service is needed to accommodate people needing ASL interpreting for access to Taft College's services and programs.

Terms (if applicable):

August 26, 2024- August 31, 2025

Expense (if applicable):

The hourly rates range from \$135/hour to \$300/hour depending on the format of service (virtual, in-person, etc.) date, and time of event or circumstance. Travel time and mileage rates may apply in addition to the hourly rate.

Fiscal Impact Including Source of Funds (if applicable):

DSPS or District funds dependent on event and function.

Approved: 
Dr. Rafe Edward Trickey, Jr., Superintendent/President

Customer Name: Taft College
 Service Order Number: SOTC00108012024
 Service Order Effective Date:

The rates below are stated in US Dollars

Service Order Summary	
Service Order Term (months)	12
Invoice Frequency	Select...
Subscription Services Total	\$ 3,120
Specialty Services Total	\$ 10,800
Services Total	\$ 13,920
One Time Account Set Up Fee (Due at Signature)	\$ 0
Service Order Total *	\$ 13,920

*The Service Order Total above are the fees to be paid by Customer to Sorenson under this Service Order. The Services Total above is based on the rates set forth below. If during the Service Order Term, Customer's usage of the Services exceed the fees for such Services in the table above, Sorenson will invoice Customer for the additional usage based on the rates below.

Service Details		
Service	Service Name	Descriptions
Specialty	Scheduled VRI	Hourly Rate: \$150 Hours: 72
Specialty	Onsite	Hourly Rate: \$135
Subscription	Sorenson Express Trial	Monthly Subscription Amount: \$260 Monthly Usage: 1 hour Overage Rate: \$300 per hour

The rates above do not include overages, travel, or additional fees set forth in the [Additional Service Terms](#), which will apply, as applicable.

Customer Primary Contacts	
Customer Account Administrator	Customer Billing Address and Contact
Name	Billing Contact Name
Address	Address
Email	Email
Phone	Phone

All terms and conditions set forth in Sorenson's [Services Agreement](#) and [Service Descriptions](#) govern and apply to the Services delivered under this Service Order. By signing this Service Order, Customer is obligated to pay for the Services ordered, in accordance with the terms of this Service Order, the [Service Descriptions](#), and the [Services Agreement](#).

Customer	Sorenson Communications LLC
Signature	Signature
Name	Name Vic Vega
Title	Title CFO
Date	Date

English Español
(<https://es.sorenson.com>)



(<https://sorenson.com>)



SERVICES AGREEMENT

This Services Agreement is effective as of 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") and Customer (each herein referred to individually as a "Party" and collectively as the "Parties")." By executing a Service Order referencing this Agreement, Customer agrees to the terms of this Agreement.

1. Definitions.

- a. "Agreement" means this Service Agreement, together with all attachments and exhibits, and includes the **Data Processing Addendum ("DPA")** (<https://sorenson.com/si/sorenson-online-processor-dpa/>), the terms of which are hereby incorporated herein by reference and subject to change from time to time.
- b. "Application" has the meaning set forth in Section 7.
- c. "Customer" means the entity listed in the Service Order.
- d. "Effective Date" means the effective date set forth in the Service Order.
- e. "Fees" has the meaning set forth in Section 4.
- f. "Services" has the meaning set forth in Section 2.
- g. "Service Order" means the Sorenson generated service order form, duly executed by the Parties, which describes, among other things, the Services, the number of hours ordered, the number of users authorized to use the Services (if applicable), the term of the Service Order and the Fees to be paid by Customer.

2. Sorenson's Services.

Sorenson offers a variety of communication-enabling services as described in one or more **Service Descriptions** (<https://sorenson.com/si/sorenson-service-descriptions/>), which include the Documentation, support, features and functionality provided through Sorenson's software and applications (including, without limitation, the Application) (collectively, the "Services"). Subject to the terms of this Agreement, during the term specified in the Service Order, Sorenson will provide Customer the Services set forth in the Service Order.

3. Customer Access.

Each **Service Description** (<https://sorenson.com/si/sorenson-service-descriptions/>) describes how Customer can access the Services, which may include Customer setting up one or more dedicated accounts ("Customer Account" <https://es.sorenson.com>) which may require the creation of a username and password by Customer (the "Credentials"). Customer will provide accurate and complete information creating the Customer Account and Credentials. Sorenson will not be liable for losses caused by any unauthorized use of the Customer Account or Credentials. Customer is solely responsible (i) for any transactions or uses undertaken by means of such Customer Account or Credential and (ii) to keep such Credentials protected and confidential. Customer must notify Sorenson promptly of any breach of security or any known unauthorized use of the Customer Account or Credentials. In such a case, Customer agrees that Sorenson may terminate or suspend the Customer Account and/or transaction undertaken through such 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.

4. Fees and Payment.

Customer will pay the fees set forth in the applicable Service Order (the "Fees"). Fees for Services are payable by credit card or other payment method permitted by Sorenson from time to time, in U.S. dollars (unless another currency is specified in the Service Order), and Customer authorizes Sorenson to charge Customer's credit card or bank account for all Fees and Taxes payable during the Term. Customer represents and warrants to Sorenson that all payment information Customer provides is accurate and that Customer is authorized to use the applicable payment instrument. Customer further authorizes Sorenson to use a third party to process payments, and consents to the disclosure of Customer's payment information to such third party in order to enable payment processing. Customer's obligation to pay the Fees is without the right of set-off, deductions, or counterclaim. Customer agrees that Sorenson may charge Customer, and Customer will pay to Sorenson, any fee or penalty that is assessed or charged to Sorenson for a "Chargeback" resulting from a failure or refusal of Customer's selected method of payment to make a required payment. This payment shall be refunded to Customer in the event that Customer's selected method of payment resolves this dispute in Customer's favor. 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 may choose to bill Customer through an invoice, in which case Sorenson will invoice Customer for the Services monthly (or such other period as specified in the Service Order) as further set forth in the **Service Description** (<https://sorenson.com/si/sorenson-service-descriptions/>), 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, including reasonable attorney's fees.

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.

5. Rights to Use Services.

Subject to Customer's compliance with this Agreement, Sorenson hereby grants Customer a limited, revocable, non-exclusive, non-transferable, non-sublicensable limited right until this Agreement or the Services are terminated as expressly permitted herein 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, customers, students, or other Customer-authorized parties, as applicable ("End Users"). This right extends to Customer's Affiliates (defined below), provided that they access Services via a 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.

6. Restrictions.

Customer will not use the Services for any purposes beyond the scope of the access granted in this Agreement. In addition to complying with the terms of the Agreement and the applicable Service Order, Customer will not, and will not permit any anyone, including 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 or contractors 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 or contractor in any way other than as necessary to permit the provision of Services; (iii) alter, copy, republish, modify, adapt, translate or create derivative works of the Services or Documentation, in whole or in part, or otherwise attempt to gain unauthorized access to the Services or related systems or networks; (iv) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise commercially exploit or make available the Services or Documentation to third parties unless expressly permitted herein; (v) remove any proprietary notices from the Services or Documentation; (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 third party, or in any unlawful or injurious manner; (vii) make the Services available to any person other than End Users; (viii) use the Services in any manner that interferes with or disrupts the integrity or performance of the Services and its components; (ix) attempt to decipher, decompile, disassemble, reverse engineer or otherwise attempt to discover the source code of the Services; (x) use the Services to post, transmit, upload, link to, send or store any viruses, malware, Trojan horses, time bombs or other harmful code; (x) bypass or breach any security device or protection used by the Services. In addition, in the event the Service Order limits the usage to a certain number of users, Customer will ensure that the quantity of users will not exceed the quantities set forth in the Service Order.

7. Third-Party App Store Terms.

The following applies to any Services accessed through a Sorenson application that is downloaded from the Apple App Store (the "Third Party App Store" and the Sorenson application, the "Application"):

- a. Customer acknowledges and agrees that (i) this Agreement is concluded between Customer and Sorenson only, and not the Third Party App Store, and (ii) Sorenson, not the Third Party App Store, is solely responsible for the Application and content thereof. Customer's use of the Services must comply with the **Third Party App Store Terms of Service** (<https://www.apple.com/legal/internet->

services/itunes/). Any questions, complaints or claims with respect to the Application should be directed to Sorenson's customer support team at sicustomersupport@sorenson.com. **English** **Español** (<https://es.sorenson.com>)

b. Customer acknowledges that the Third Party App Store has no obligation whatsoever to furnish any maintenance and support services with respect to the Application.

c. In the event of any failure of the Application to conform to any applicable warranties set forth herein, Customer may notify the Third Party App Store, and the Third Party App Store will refund the purchase price paid to the Third Party App Store by Customer for the Application (if any), and to the maximum extent permitted by applicable law, the Third Party App Store will have no other warranty obligation whatsoever with respect to the Application. As between Sorenson and the Third Party App Store, any other claims, losses, liabilities, damages, costs or expenses attributable to any failure to conform to the warranty in 11.b below will be the sole responsibility of Sorenson.

d. The Parties both acknowledge that, as between Sorenson and the Third Party App Store, the Third Party App Store is not responsible for addressing any Customer claims or any claims of any third party relating to the Application or Customer's possession and/or use of the Application, including, but not limited to: (i) product liability claims; (ii) any claim that the Application fails to conform to any applicable legal or regulatory requirement; and (iii) claims arising under consumer protection or similar legislation.

e. The Parties acknowledge that, in the event of any third-party claim that the Application or Customer's possession and use of the Application infringes that third party's intellectual property rights, as between Sorenson and the Third Party App Store, Sorenson, not the Third Party App Store, will be solely responsible for the investigation, defense, settlement and discharge of any such intellectual property infringement claim to the extent required by this Agreement.

f. The Parties acknowledge and agree that the Third Party App Store, and their subsidiaries, are third-party beneficiaries of this Agreement as related to Customer's use of the Services, and that, upon Customer's acceptance of the terms and conditions of this Agreement, the Third Party App Store will have the right (and will be deemed to have accepted the right) to enforce this Agreement as related to Customer's use of the Services against Customer as a third-party beneficiary thereof.

g. Without limiting any other terms of this Agreement, Customer must comply with all applicable third-party terms of agreement when using the Application.

8. Intellectual Property.

a. Sorenson Content. Sorenson owns and reserves all right, title and interest in and to the Services, Application 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 and its Affiliates to access and use the Customer Content to provide the Services.

English Español
(<https://es.sorenson.com>)

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; provided that Sorenson may identify Customer using its name, trademarks and/or logos in its marketing collateral, presentations and websites.

9. 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 the receiving Party, (ii) was properly known to the receiving Party, without restriction, prior to disclosure by the disclosing Party, (iii) was properly disclosed to the receiving Party, without restriction, by another person without violation of the 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. 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 9. 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 applicable Service Order, 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 personal 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.

10. Indemnification.**Español****English**

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 6 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.

11. 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. In the event of a breach of the warranty set forth in this subsection 11(b), Sorenson shall correct or re-perform the non-conforming Service at no additional charge to Customer. Customer shall notify Sorenson in writing within thirty (30) days of identifying a warranty deficiency. The remedies set forth in this subsection shall be Customer's sole remedy and Sorenson's sole liability for breach of these warranties.

c. 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.

12. 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 TO SORENSON IN THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

13. 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.

14. Term, Suspensions and Termination.

a. Term. The term of this Agreement will begin on the Effective Date and will continue until the term in all Service Orders have expired or have otherwise been terminated (the "Term").

b. 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 6) 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 6, 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 subject of a voluntary or involuntary bankruptcy or similar proceeding. [English \(https://es.sorenson.com\)](https://es.sorenson.com)

c. 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.

d. 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 1, 4, 6, 7, 8, 9, 10, 11(c), 12, 14(c), 14(d), 15 and 16 will survive any termination of this Agreement.

15. 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. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, THE PARTIES DISCLAIM AND NONE OF THIS AGREEMENT SHALL BE SUBJECT TO THE UNIFORM COMPUTER INFORMATION TRANSACTIONS ACT ("UCITA") (PREPARED BY THE NATIONAL CONFERENCE OF COMMISSIONERS ON UNIFORM STATE LAWS) AS CURRENTLY ENACTED OR AS MAY BE ENACTED, CODIFIED OR AMENDED FROM TIME TO TIME BY ANY JURISDICTION. 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

16. Miscellaneous.

a. Entire Agreement; Headings. This Agreement together with DPA, Service Order, Service Descriptions and Additional Service Terms (as applicable) 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.~~ ^{English} ~~(https://es.sorenson.com)~~

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. Each Party will, at its own expense, comply with all applicable laws, rules and regulations applicable to it in connection with its performance or use of the Services, respectively.

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) it is not located in a country that is subject to a U.S. Government embargo or that has been designated by the U.S. Government as a "terrorist supporting" country; (ii) its use of the Services will not violate any embargoes, sanctions, trade restrictions or similar restrictions issued by any applicable governmental entity, and (iii) 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.

June 2024



(<https://www.facebook.com/SorensonComm>)



(https://twitter.com/Sorenson_Comm)



(https://www.instagram.com/sorenson_comm/)



(<https://www.linkedin.com/company/sorenson-communications/>)



(<https://www.youtube.com/@SorensonVRSVideos>)

Personal Services ▾

Business Services ▾

Industries ▾

Company ▾

Community ▾

Support ▾

Provider ▾

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78070023	07/01/2024	A00338848	Argueta, Enrique N.	S0060053	11000		9526		186.00	
78070024	07/01/2024	A00343221	Bala, Manju	S0060055	11000		9526		140.00	
78070025	07/01/2024	A00298878	Billings, Kaylyn N.	S0060048	11000		9526		160.00	
78070026	07/01/2024	A00281018	Boyette, Katie N.	S0060050	11000		9526		368.00	
				S0060051	11000		9526		276.00	
78070027	07/01/2024	A00335693	Carranza, Dulcemaria	S0060065	11000		9526		397.30	
78070028	07/01/2024	A00034982	Ceja, Mark	S0060066	11000		9526		138.00	
78070029	07/01/2024		Cancelled Check							
78070030	07/01/2024	A00342210	Gallardo, Valerie	S0060054	11000		9526		521.45	
78070031	07/01/2024	A00341170	Galvan, Samantha A.	S0060067	11000		9526		523.00	
78070032	07/01/2024	A00341475	Gonzalez, Jonathon	S0060056	11000		9526		473.45	
78070033	07/01/2024	A00316831	Gregory, Liberty D.	S0060047	11000		9526		248.50	
78070034	07/01/2024	A00342533	Hay, Vanessa P.	S0060063	11000		9526		104.00	
78070035	07/01/2024	A00323707	Lopez, Jacob E.	S0060046	11000		9526		1,000.00	
78070036	07/01/2024	A00327147	Marquez, Elizabeth	S0060058	11000		9526		522.00	
78070037	07/01/2024	A00333253	Marquez, Jose G.	S0060059	11000		9526		420.00	
78070038	07/01/2024	A00341140	Meacham, Stacy L.	S0060064	11000		9526		276.00	
78070039	07/01/2024	A00335143	Mitchell, Ashleigh M.	S0060060	11000		9526		136.00	
				S0060061	11000		9526		907.00	
				S0060062	11000		9526		716.61	
78070040	07/01/2024	A00340509	Nesheiwat, Vivian I.	S0060068	11000		9526		520.50	
78070041	07/01/2024	A00330494	Ramirez, Valerie L.	S0060049	11000		9526		5,000.00	
78070042	07/01/2024	A00336309	Robey, Kaydance I.	S0060069	11000		9526		276.00	
78070043	07/01/2024	A00340553	Rodriguez Campos, Jaquelyn	S0060070	11000		9526		276.00	
78070044	07/01/2024	A00340543	Rodriguez Campos, Joselyn	S0060071	11000		9526		276.00	
78070045	07/01/2024	A00341362	Shiple, Brady L.	S0060057	11000		9526		308.00	
78070046	07/01/2024	A00331331	Welch, Charles J.	S0060072	11000		9526		2.00	
78070047	07/01/2024	A00341781	Weringer, Jacob M.	S0060052	11000		9526		46.00	
78070048	07/02/2024	A00202515	ACCCA	I0077110	LOPEZ GD/24	11000	202	5710	60100	1,850.00
78070049	07/02/2024	A00201875	Amazon Capital Services	I0077107	1X6H-9LFD-WNLY	32000	422	4310	69400	296.96
78070050	07/02/2024	A00250001	Blake, Paul A.	I0077109	060924	11000	202	5710	67500	936.64
78070051	07/02/2024	A00284647	CCS Disaster Recovery Servic	I0077118	6704	11000	113	5644	67801	3,420.00
78070052	07/02/2024	A00286449	Collaborative Braintrust Con	I0077119	17-476	11000	401	5510	67200	31,680.00
78070053	07/02/2024	A00209980	County of Kern	I0077115	IN0494748	32000	422	5990	69400	590.00
78070054	07/02/2024	A00200508	P. G. & E.	I0077116	061324	11000	431	5830	65700	15,694.53
						39000	314	5830	64991	2,920.41
						12433	314	5830	69800	324.49
						33428	310	5830	69200	1,200.56
						33528	310	5830	69200	1,200.55
						33588	310	5830	69200	2,401.11
78070055	07/02/2024	A00335214	Stukent, Inc	I0077114	23110	31000	423	4110	69100	4,409.30
78070056	07/02/2024	A00342190	Transcend Consulting Group,	I0077117	6/19/24	12920	201	5510	00000	48.24
78070057	07/02/2024	A00329149	WEX Bank	I0077108	97911081	11000	432	4316	67703	470.73
78070058	07/10/2024	A00292936	Albertson's Safeway LLC	I0077130	177691062824	32000	422	4410	69400	251.69
78070059	07/10/2024	A00201875	Amazon Capital Services	I0077120	1WJM-HW6C-DYV7	31000	423	4110	69100	252.94
				I0077125	116K-736H-L3NR	31000	423	4110	69100	952.18
				I0077126	1CWN-M7MV-HFML	31000	423	4110	69100	71.38
78070060	07/10/2024	A00288646	Amazon Web Services, Inc.	I0077137	.1723791053	11000	113	5644	67801	1,468.82
78070060	07/10/2024	A00288646	Amazon Web Services, Inc.	I0077138	1751421777	11000	113	5644	67801	1,686.87
78070061	07/10/2024	A00200044	American General Media	I0077148	JULY 2024-4/5	11000	115	5970	67100	20,000.00

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78070062	07/10/2024	A00296845Becerra-Carter, Serena N.	I0077135	062624	11000	224	5710	60200	866.36
78070063	07/10/2024	A00200995Educause	I0077140	EDU-724218	11000	113	5641	67801	77.00
78070064	07/10/2024	A00329796Farmer, Jonathan	I0077136	062624	11000	224	5710	60200	866.36
78070065	07/10/2024	A00200307Farmer Bros. Company	I0077131	90196475	32000	422	4410	69400	411.62
78070066	07/10/2024	A00332921Ferrilli	I0077145	SIN006341	11000	113	5510	67801	1,710.00
78070067	07/10/2024	A00319625General Tree Service Inc.	I0077144	65430	11000	435	5633	65192	3,450.00
78070068	07/10/2024	A00307514Great River Learning	I0077124	5743147	31000	423	4110	69100	642.60
78070069	07/10/2024	A00200655Henry Schein, Inc.	I0077139	95473565	12561	223	4311	12042	4,903.95
78070070	07/10/2024	A00309739Herc Rentals Inc.	I0077134	34683701-001	11000	431	5612	69610	974.85
78070071	07/10/2024	A00200555McGraw-Hill LLC	I0077122	132897831001	31000	423	4110	69100	2,610.20
					31000	423	5940	69100	13.38
78070072	07/10/2024	A00200522Pepsi-Cola Company	I0077132	82213056.	32000	422	4410	69400	656.64
78070073	07/10/2024	A00321772Sinclair Broadcast Group, In	I0077128	69768	11000	115	5970	67100	7,500.00
78070074	07/10/2024	A00237176SSD Systems	I0077127	R-00527592	31000	423	5880	69100	246.75
78070075	07/10/2024	A00200417Sysco Food Service of Ventur	I0077129	379642829	32000	422	4410	69400	14,493.07
					32000	422	4411	69400	1,001.59
					32000	422	4411	69400	1,025.98
					32000	422	5940	69400	39.42
78070076	07/10/2024	A00319064T-Mobile USA Inc.	I0077141	072024	11000	431	5840	65100	108.51
			I0077146	07/20/24	12676	351	5840	64900	147.15
			I0077147	01.13.24	12676	351	5840	64900	147.05
78070077	07/10/2024	A00200282True Value Home Center	I0077133	484157	11000	431	4310	69200	80.05
			I0077142	484599	35827	357	4310	69700	197.44
			I0077149	484631	11000	431	4310	65300	48.68
78070078	07/10/2024	A00200327US Air Conditioning	I0077143	6838215	11000	435	4312	65190	1,569.63
78070079	07/10/2024	A00331313Willis and Williams Design S	I0077121	061224	11000	110	5510	67100	426.25
78070080	07/10/2024	A00286901WinCraft, Incorporated	I0077123	651958	31000	423	4310	69100	254.40
78070081	07/15/2024	A00341230Aguirre, Joselyn	S0060121		11000		9526		138.00
78070082	07/15/2024	A00325887Alvarez, Omar R.	S0060090		11000		9526		450.00
78070083	07/15/2024	A00331661Avila, Samantha B.	S0060091		11000		9526		450.00
78070084	07/15/2024	A00337422Botto, Raymond C.	S0060092		11000		9526		450.00
78070085	07/15/2024	A00333106Bouret, Valeria	S0060093		11000		9526		450.00
78070086	07/15/2024	A00304017Brown, Ayreona M.	S0060122		11000		9526		2.00
78070087	07/15/2024	A00337136Camaddo, Christina M.	S0060073		11000		9526		439.80
			S0060074		11000		9526		439.80
78070088	07/15/2024	A00319669Cash, Aryana G.	S0060094		11000		9526		448.00
78070089	07/15/2024	A00034982Ceja, Mark	S0060089		11000		9526		450.00
78070090	07/15/2024	A00317941Cisneros, Valeria J.	S0060123		11000		9526		140.00
78070091	07/15/2024	A00332914Cordova McEvoy, Robert E.	S0060095		11000		9526		450.00
78070092	07/15/2024	A00313184Corona, Lorena	S0060075		11000		9526		439.80
78070093	07/15/2024	A00320152Cruz, Kaitlyn A.	S0060124		11000		9526		276.00
			S0060125		11000		9526		230.00
78070094	07/15/2024	A00285861Enciso, Araceli	S0060076		11000		9526		439.80
78070095	07/15/2024	A00333907Estes, Alyssa L.	S0060096		11000		9526		450.00
78070096	07/15/2024	A00314369Forthman, Arianna M.	S0060126		11000		9526		368.00
78070097	07/15/2024	A00332363Gage, Laporsha	S0060097		11000		9526		448.00
78070098	07/15/2024	A00326939Garcia, Vincent	S0060098		11000		9526		450.00
78070099	07/15/2024	A00327743Garza, Karla	S0060077		11000		9526		659.70
			S0060078		11000		9526		439.80
78070100	07/15/2024	A00342139Gauna, Brianna G.	S0060127		11000		9526		28.00

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78070101	07/15/2024	A00338251Gonzales, Alexa R.	S0060099	11000		9526		450.00
78070102	07/15/2024	A00333198Gonzalez, Elisabet	S0060114	11000		9526		300.00
			S0060115	11000		9526		300.00
78070103	07/15/2024	A00336209Gorlero, Meya E.	S0060119	11000		9526		265.21
78070104	07/15/2024	A00080479Hill, Lattisha d.	S0060120	11000		9526		186.00
78070105	07/15/2024	A00336231Howell, Michael D.	S0060128	11000		9526		138.00
78070106	07/15/2024	A00223100Lake, Sandee L.	S0060079	11000		9526		439.80
78070107	07/15/2024	A00337214Maldonado, Cindy M.	S0060080	11000		9526		439.80
78070108	07/15/2024	A00275173Mesa, Sabrina	S0060081	11000		9526		439.80
78070109	07/15/2024	A00325428Metcalf, Sarah E.	S0060100	11000		9526		350.00
78070110	07/15/2024	A00328320Munoz, Karol M.	S0060129	11000		9526		0.85
78070111	07/15/2024	A00323708Nicolas Gonzalez, Lorena	S0060101	11000		9526		450.00
78070112	07/15/2024	A00286900Page, Rayjaun	S0060130	11000		9526		46.00
78070113	07/15/2024	A00338671Pena, Danielle N.	S0060103	11000		9526		450.00
78070114	07/15/2024	A00319741Pena Lopez, Dianey	S0060102	11000		9526		448.00
78070115	07/15/2024	A00334682Perez, Yareli	S0060117	11000		9526		15.00
78070116	07/15/2024	A00318370Perez, Yvette	S0060082	11000		9526		327.85
78070117	07/15/2024	A00319939Ramirez, Ashly D.	S0060104	11000		9526		348.00
78070118	07/15/2024	A00330494Ramirez, Valerie L.	S0060105	11000		9526		300.00
78070119	07/15/2024	A00333924Rodriguez, Ashley N.	S0060106	11000		9526		450.00
78070120	07/15/2024	A00290097Santillian Morales, Elizabet	S0060107	11000		9526		450.00
78070121	07/15/2024	A00320901Self, Skyler Y.	S0060131	11000		9526		2.00
78070122	07/15/2024	A00328471Sparrowhawk, Kameron J.	S0060116	11000		9526		150.00
78070123	07/15/2024	A00298132Steele, Hailey J.	S0060083	11000		9526		109.95
78070124	07/15/2024	A00323355Tackett, Sophia K.	S0060132	11000		9526		276.00
78070125	07/15/2024	A00059853Thomas, Rebekah A.	S0060084	11000		9526		219.90
78070126	07/15/2024	A00303774Torres Miranda, Jacqueline	S0060108	11000		9526		450.00
78070127	07/15/2024	A00315909Urbano, Anjolay R.	S0060133	11000		9526		2.00
78070128	07/15/2024	A00333367Urias, Sonia A.	S0060109	11000		9526		450.00
78070129	07/15/2024	A00330130Valadez, Cecilia	S0060085	11000		9526		476.45
78070130	07/15/2024	A00330129Valadez, Sabrina	S0060086	11000		9526		439.80
			S0060087	11000		9526		439.80
			S0060088	11000		9526		146.60
78070131	07/15/2024	A00334836Valdez, Sescily A.	S0060118	11000		9526		13.00
78070132	07/15/2024	A00263659Vasquez, Issac P.	S0060110	11000		9526		450.00
78070133	07/15/2024	A00338670White, Sabrina S.	S0060111	11000		9526		450.00
78070134	07/15/2024	A00328505Woodruff, Laurel A.	S0060112	11000		9526		450.00
78070135	07/15/2024	A00339924Yslas, Brooklyn A.	S0060113	11000		9526		450.00
78070136	07/16/2024	A00293918A&B Athletics	I0077153 7101	11000	352	4310	69610	8,517.11
78070137	07/16/2024	A00284634Abbott, Amar I.	I0077188 061124	12654	301	5710	64900	306.62
78070138	07/16/2024	A00344038Ackley, Julie	I0077182 061124	12571	411	5985	67300	750.00
78070139	07/16/2024	A00201875Amazon Capital Services	I0077174 1HX9-PP7Y-C1PD	33655	310	4310	69200	1,662.19
				12375	310	4310	69100	68.73
78070140	07/16/2024	A00200043American Express	I0077160 11005062524	11000	000	7211	00000	11,838.92
78070141	07/16/2024	A00200053Apple Computer Inc.	I0077157 MA85852821	11000	209	6415	17013	1,301.92
78070142	07/16/2024	A00324134Bell, Damon	I0077201 061124	12654	301	5710	64900	306.62
78070143	07/16/2024	A00200109Brown & Reich Petroleum, Inc	I0077169 46776	39000	314	4316	64991	63.01
				12433	314	4316	69800	63.02
78070144	07/16/2024	A00304487Bush, Juliana M.	I0077184 062624	12563	319	5710	64900	866.36
78070145	07/16/2024	A00342610California Department of Soc	I0077172 CCDP0506	33591	310	7130	69200	3,340.00

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78070146	07/16/2024	A00200161CDW-G	I0077179	RC32842	12433	314	4310	69800	883.61
78070147	07/16/2024	A00200219CSMI	I0077152	INV-003686	11000	352	4310	69619	550.00
78070148	07/16/2024	A00336434Delgado, Emily	I0077205	JUN 24	12676	351	5710	64900	91.79
78070149	07/16/2024	A00265229DK&M Property	I0077193	AUG 24	39000	314	5610	64991	1,954.55
78070150	07/16/2024	A00303443Ellucian CampusLogic, Inc.	I0077150	90416698	11000	353	5641	64600	26,460.00
78070151	07/16/2024	A00325532Executive Express Lines Inc.	I0077154	10384	11000	352	5750	69610	1,950.00
78070152	07/16/2024	A00200308Federal Express Corporation	I0077167	8-551-89418	11000	202	5940	60100	88.11
			I0077191	8-537-98753.	11000	401	5940	67705	36.78
			I0077192	8-544-93789.	11000	401	5940	67705	32.95
78070153	07/16/2024	A00309646Finn, Mary Alice	I0077187	061124	11654	301	5710	64900	306.62
78070154	07/16/2024	A00329125Foundation Properties Inc	I0077195	JUL & AUG 24	39000	314	5610	64991	4,363.64
78070155	07/16/2024	A00283264Frontier California Inc.	I0077176	4770070224	11000	435	5840	65192	88.48
78070156	07/16/2024	A00200627Gonzalez, Lourdes	I0077183	093024	12000	303	5710	64300	775.00
78070157	07/16/2024	A00200655Henry Schein, Inc.	I0077151	86898293	11000	352	4310	69619	1,921.44
78070158	07/16/2024	A00328601International College Learni	I0077198	09815	12495	319	5710	61900	800.00
78070159	07/16/2024	A00200656Jacobi, Victoria J.	I0077202	061124	12654	301	5710	64900	306.62
78070160	07/16/2024	A00310304Jimenez Murguia, Salvador	I0077199	061124	12654	301	5710	64900	306.62
78070161	07/16/2024	A00200715Kern Electric Distributors	I0077175	599436	11000	431	4310	65100	45.01
78070162	07/16/2024	A00337165Lopez, Jaime	I0077200	061124	12654	301	5710	64900	305.28
78070163	07/16/2024	A00309640Murillo, Lilia	I0077190	061124	12654	301	5710	64900	306.62
78070164	07/16/2024	A00200508P. G. & E.	I0077164	061124	39000	314	5830	64991	361.40
78070165	07/16/2024	A00200508P. G. & E.	I0077165	060224	39000	314	5830	64991	99.95
78070166	07/16/2024	A00200508P. G. & E.	I0077166	070224	39000	314	5830	64991	489.42
78070167	07/16/2024	A00200508P. G. & E.	I0077178	06/11/24	39000	314	5830	64991	81.20
78070168	07/16/2024	A00324842Payne, Kenneth E.	I0077194	JUL & AUG 24	39000	314	5610	64991	4,221.84
78070169	07/16/2024	A00343575Power Machinery Center	I0077168	U12431	12908	432	6414	65300	71,751.77
78070170	07/16/2024	A00200393Sparkletts	I0077170	061424	11000	223	4310	60103	16.00
78070171	07/16/2024	A00200396Spurr	I0077196	137667	11000	431	5820	65700	5,814.07
					35827	357	5820	69700	297.98
					33428	310	5820	69200	143.72
					33528	310	5820	69200	143.72
					33588	310	5820	69200	287.47
78070172	07/16/2024	A00024451Sutherland, Tammy M.	I0077173	061124	12654	301	5710	64900	306.62
78070173	07/16/2024	A00319064T-Mobile USA Inc.	I0077162	07-20-24	39000	314	5840	64991	243.66
			I0077163	07.20.24	35000	360	6412	67701	29.43
78070174	07/16/2024	A00252942TC Federal Financial Aid Cle	I0077156	070224	11000	353	7130	73900	3,184.00
78070174	07/16/2024	A00252942TC Federal Financial Aid Cle	I0077185	070124	11000	353	7130	73900	1,849.00
78070175	07/16/2024	A00256341Terminix Commercial	I0077159	448660490	33428	310	5860	69200	92.75
					33528	310	5860	69200	92.75
					33588	310	5860	69200	185.50
78070176	07/16/2024	A00203989Tipton Cash, Heather M.	I0077204	062624	12563	319	5710	64900	836.36
78070177	07/16/2024	A00336205TPx Communications	I0077197	179948611-0	11000	431	5840	65700	613.32
78070178	07/16/2024	A00200282True Value Home Center	I0077155	483971	11000	431	4310	65100	47.03
78070179	07/16/2024	A00249699Webster, Kyle E.	I0077206	111424	11000	202	5710	67500	620.70
78070180	07/16/2024	A00200355West Kern Water District	I0077158	062024	11000	431	5810	65700	3,675.01
					39000	314	5810	64991	677.44
					12433	314	5810	69800	75.27
78070181	07/16/2024	A00200355West Kern Water District	I0077161	053024	39000	314	5810	64991	4.14
78070182	07/16/2024	A00200355West Kern Water District	I0077171	070524	33428	310	5810	69200	18.02
					33528	310	5810	69200	18.02
					33588	310	5810	69200	36.05

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78070183	07/16/2024	A00200355West Kern Water District	I0077177	07/05/24	11000	435	5810	65192	152.05
78070184	07/16/2024	A00200355West Kern Water District	I0077180	062724	39000	314	5810	64991	20.16
78070185	07/16/2024	A00200355West Kern Water District	I0077181	06/20/24	11000	435	5810	65191	35.86
78070186	07/16/2024	A00200355West Kern Water District	I0077203	061424	12560	223	5850	09565	198.34
78070187	07/16/2024	A00200360Westec	I0077186	28952	11450	204	5641	09543	71,715.00
78070188	07/16/2024	A00309643White, Jacquelyn	I0077189	061124	12654	301	5710	64900	306.62
78070189	07/22/2024	A00200052AP Architects	I0077238	12217	12924	223	5631	12030	3,200.00
					11000	401	5510	71004	2,547.50
78070190	07/22/2024	A00200063Austin's Pest Control, Inc.	I0077242	JUN. 24	12560	223	5860	09565	55.00
			I0077253	JUN '24	11000	435	5860	65192	60.00
					11000	435	5860	65190	40.00
					11000	431	5860	65100	380.00
78070191	07/22/2024	A00324134Bell, Damon	I0077245	05/24/24	12000	319	5710	64901	622.27
78070192	07/22/2024	A00261766Benco Dental Supply Co.	I0077212	1U521509	12681	223	5612	12042	19,570.91
78070193	07/22/2024	A00326991Big 8 Conference	I0077209	TAFT 2024-22	11000	352	5210	69617	450.00
78070194	07/22/2024	A00200243Blick Art Materials	I0077220	3174353	31000	423	4310	69100	2,681.52
			I0077221	63324-1	31000	423	4310	69100	18.48
78070195	07/22/2024	A00200109Brown & Reich Petroleum, Inc	I0077249	46466	11000	432	4316	65100	150.15
78070196	07/22/2024	A00201685Cengage Learning	I0077213	84622328	31000	423	4110	69100	3,415.50
					31000	423	5940	69100	224.27
78070197	07/22/2024	A00200167Central Valley Conference	I0077210	2409	11000	352	5210	69610	7,000.00
			I0077211	2418	11000	352	5750	69615	4,000.00
78070198	07/22/2024	A00209980County of Kern	I0077230	IN0498699	12560	223	5310	09565	204.00
78070199	07/22/2024	A00277845Double D Cleaning Service	I0077250	108	12560	223	5890	09565	240.00
78070200	07/22/2024	A0029774Enciso, Rigoberto	I0077240	100421	12681	223	5210	60103	61.66
78070201	07/22/2024	A00200662Hobart Corporation	I0077228	36114232	11000	431	5632	69400	4,646.39
78070202	07/22/2024	A00200687Jean, Brian M.	I0077254	052224	12920	201	5510	00000	5,423.33
78070203	07/22/2024	A00200721Kiwanis Club of Taft	I0077248	20271	11000	113	5210	66002	106.00
78070204	07/22/2024	A00307058Minor, Leslie B.	I0077255	071024	11000	202	5505	60100	1,100.50
78070205	07/22/2024	A00200508P. G. & E.	I0077232	071224	39000	314	5830	64991	27.07
78070206	07/22/2024	A00200508P. G. & E.	I0077233	07/12/24	39000	314	5830	64991	7.22
78070207	07/22/2024	A00200508P. G. & E.	I0077234	07-12-24	39000	314	5830	64991	83.64
78070208	07/22/2024	A00200508P. G. & E.	I0077235	071124	39000	314	5830	64991	405.96
78070209	07/22/2024	A00200508P. G. & E.	I0077236	07.12.24	39000	314	5830	64991	269.83
78070210	07/22/2024	A00200508P. G. & E.	I0077243	070124	12560	223	5860	09565	584.49
78070211	07/22/2024	A00274574Penguin Random House LLC	I0077219	1085791000	31000	423	4110	69100	732.24
78070212	07/22/2024	A00317367Quadient Leasing USA, Inc.	I0077244	Q1369017	11000	423	5610	69100	1,075.64
78070213	07/22/2024	A00342456Rosales Tree & Lawn Services	I0077251	875955	11000	435	5633	65192	450.00
					11000	435	5633	65191	200.00
					39000	314	5633	64991	100.00
78070214	07/22/2024	A00285838Sammy's Detail	I0077224	2894	11000	431	5632	65700	440.00
			I0077225	2894.	39000	314	5632	64991	150.00
			I0077226	2894..	12560	223	5632	09565	135.00
78070215	07/22/2024	A00200391Sorooptimist International	I0077223	3763	39000	314	5710	64991	153.00
78070216	07/22/2024	A00200393Sparkletts	I0077247	070424	11000	301	5990	64500	69.92
78070217	07/22/2024	A00324732Spectrum	I0077229	071124	11000	435	5840	65192	213.38
78070218	07/22/2024	A00303291Sport & Cycle, Inc.	I0077222	228492	11000	202	4311	60100	1,964.47
78070219	07/22/2024	A00277399Sundgren, Lori A.	I0077237	092324	12495	319	5710	61900	405.23
78070220	07/22/2024	A00311532Sway Medical	I0077208	18549	11000	352	4310	69611	638.40
78070221	07/22/2024	A00200417Sysco Food Service of Ventur	I0077217	379649870	33429	310	4410	69250	1,455.79
			I0077218	379671617	33429	310	4410	69250	1,181.73

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78070222	07/22/2024	A00200425Taft College	I0077252	062424	31000	423	7130	69100	240.00
78070223	07/22/2024	A00200862Taft College Bookstore	I0077214	9496	12620	227	4323	61900	660.93
78070224	07/22/2024	A00200862Taft College Bookstore	I0077215	0002	12560	223	4310	09565	4,468.29
78070225	07/22/2024	A00200862Taft College Bookstore	I0077216	0021	12560	223	4310	09565	2,705.71
78070226	07/22/2024	A00252942TC Federal Financial Aid Cle	I0077256	071024	11000	353	7130	73900	264.00
78070227	07/22/2024	A00200293United Parcel Service	I0077239	0000969726274.	31000	423	5940	67705	1,294.66
78070228	07/22/2024	A00200338Verizon Wireless	I0077241	9967951990	11000	357	5840	69700	133.41
78070229	07/22/2024	A00279084Watts, Cliff H.	I0077207	JUN 24	11000	421	5710	67200	37.52
78070230	07/22/2024	A00200355West Kern Water District	I0077231	071124	39000	314	5810	64991	24.30
78070231	07/22/2024	A00201081Westside Waste Management Co	I0077246	59147	39000	314	5850	64991	79.55
78070232	07/25/2024	A00243588AARP Health Care Options	I0077258	JUL 24	11000	412	3350	59100	23,117.46
			I0077259	AUG 24	11000	412	3350	59100	23,364.13
78070233	07/25/2024	A00262852Altenhofel, Kevin	I0077272	06/05/24	35000	360	5710	67701	811.78
78070234	07/25/2024	A00327542Alvarado, Cecilia	I0077305	071424	12653	301	5710	63900	2,025.41
78070235	07/25/2024	A00201875Amazon Capital Services	I0077298	174M-XKY4-RGD7	32000	422	4310	69400	32.45
			I0077299	174M-XKY4-RGD7.	32000	422	4310	69400	31.02
78070236	07/25/2024	A00200044American General Media	I0077284	JUL 24	11000	115	5970	67100	4,830.00
78070237	07/25/2024	A00200076Bandy, Ingrun K.	I0077264	071624	11000	352	5710	69610	34.00
78070238	07/25/2024	A00200388Capital Industrial Medical S	I0077312	34-119530	12477	203	4310	61200	84.63
78070239	07/25/2024	A00200153CCCCIO	I0077317	1720452170796	11000	202	5210	60100	400.00
78070240	07/25/2024	A00258334CISOA	I0077292	2501	11000	113	5210	66002	300.00
78070241	07/25/2024	A00200181City of Taft	I0077281	57520	39000	314	5850	64991	9.11
78070242	07/25/2024	A00258703College House	I0077319	88759	31000	423	4310	69100	2,593.85
					31000	423	5940	69100	212.76
78070243	07/25/2024	A00331564Community College Baccalaure	I0077316	CCBA24-RENEW24	11000	202	5210	60100	600.00
78070244	07/25/2024	A00200198Community College League of	I0077310	14376	12681	223	4211	12042	9,499.00
			I0077320	14562	11000	224	5642	60200	7,547.40
78070244	07/25/2024	A00200198Community College League of	I0077321	14375	12477	203	5642	61200	32,410.00
78070245	07/25/2024	A00306586CSSO Association, Inc.	I0077285	1829	11000	301	5210	64500	400.00
78070246	07/25/2024	A00331655Dell Marketing LP	I0077268	10747711238	12681	223	4311	12042	38,663.92
78070247	07/25/2024	A00201737Duran, Diana	I0077267	JUL 24	11000	421	5710	67200	69.68
78070248	07/25/2024	A00201247Duron, Candace A.	I0077266	071424	12653	301	5710	63900	1,991.60
78070249	07/25/2024	A00200273Ebsco Subscription Service	I0077309	0530969	12477	203	4211	61200	2,461.01
78070250	07/25/2024	A00325532Executive Express Lines Inc.	I0077283	10615	12681	223	5740	60103	4,000.00
78070251	07/25/2024	A00200307Farmer Bros. Company	I0077289	90196549	32000	422	4410	69400	554.91
78070252	07/25/2024	A00332921Ferrilli	I0077307	SIN006541	11000	113	5510	67801	1,425.00
78070253	07/25/2024	A00307514Great River Learning	I0077288	5744821	31000	423	4110	69100	16,779.00
			I0077313	5744817	31000	423	4110	69100	785.40
78070254	07/25/2024	A00200655Henry Schein, Inc.	I0077295	96910249	11000	205	4312	12042	16.24
78070255	07/25/2024	A00343931Honorlock Inc.	I0077304	INV-00785	11000	224	5642	60200	10,000.00
78070256	07/25/2024	A00247075Hyatt Regency Sacramento	I0077273	15256085	12909	351	5710	64900	794.49
78070257	07/25/2024	A00304876Ingram Book Group LLC	I0077322	82386257	31000	423	4110	69100	512.79
					31000	423	5940	69100	12.00
78070258	07/25/2024	A00200656Jacobi, Victoria J.	I0077265	071424	12653	301	5710	63900	1,536.80
78070259	07/25/2024	A00200712Kern County Supt. of Schools	I0077296	404581	11000	421	5911	67200	584.25
			I0077297	404613	11000	421	4310	67200	343.00
78070260	07/25/2024	A00200721Kiwanis Club of Taft	I0077290	20279	11000	202	5210	60100	106.00
			I0077315	20265	11000	115	5210	67100	106.00
78070261	07/25/2024	A00329896Living Water Treatment, Inc.	I0077291	12728	11000	431	5641	65100	890.00
78070262	07/25/2024	A00327706Modern Campus USA, Inc.	I0077270	78069871	12913	113	5645	67900	36,550.00

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78070263	07/25/2024	A00330381National Community College H	I0077274	5473587	12909	351	5710	64900	700.00
78070264	07/25/2024	A00339386Nexstar Media Inc	I0077275	JUL 24	11000	115	5970	67100	5,000.00
78070265	07/25/2024	A00271462OCLC, Inc.	I0077308	1000377492	12477	203	5643	61200	2,261.43
78070266	07/25/2024	A00251929Oja, Michelle E.	I0077257	071024	11000	202	5710	67500	1,874.51
78070267	07/25/2024	A00266719Parts Town, LLC	I0077314	2102877241	11000	431	4310	69200	219.55
78070268	07/25/2024	A00205819Proquest LLC	I0077311	70848067	12477	203	5642	61200	7,092.88
78070269	07/25/2024	A00285838Sammy's Detail	I0077282	2921	11000	431	5632	65700	510.00
					12560	223	5632	09565	135.00
					39000	314	5632	64991	150.00
78070270	07/25/2024	A00303291Sport & Cycle, Inc.	I0077293	228497	11000	207	4311	49999	2,220.79
			I0077294	228496	11000	207	4311	49999	805.93
78070271	07/25/2024	A00200407Student Insurance	I0077287	337915	11000	401	5340	67702	67,837.00
78070272	07/25/2024	A00277399Sundgren, Lori A.	I0077262	071424	12653	301	5710	63900	1,842.98
78070273	07/25/2024	A00200417Sysco Food Service of Ventur	I0077280	379665384	32000	422	4410	69400	2,458.21
					32000	422	4411	69400	455.93
					32000	422	4411	69400	299.26
			I0077300	379671614	32000	422	4410	69400	2,953.13
					32000	422	4411	69400	789.01
					32000	422	4411	69400	532.76
			I0077301	379678681	32000	422	4410	69400	2,290.53
					32000	422	4411	69400	134.20
					32000	422	5940	69400	14.57
			I0077302	379685705	32000	422	4410	69400	2,720.01
					32000	422	4411	69400	864.82
					32000	422	4411	69400	858.34
					32000	422	5940	69400	38.62
78070274	07/25/2024	A00200432Taft Union High School	I0077276	25-001	11000	431	5633	69610	439.27
78070275	07/25/2024	A00319584Therap Services LLC	I0077303	INV-16684	12433	314	5643	69800	5,854.75
78070276	07/25/2024	A00200272Total Compensation Systems I	I0077318	13266	11000	421	5510	67200	3,330.00
78070277	07/25/2024	A00200282True Value Home Center	I0077227	484135	39000	314	4310	64991	7.57
			I0077277	484716	11000	431	4310	69610	150.27
			I0077278	484749	35827	357	4310	69700	86.64
78070278	07/25/2024	A00200284U.S. Foods	I0077279	3201349	32000	422	4411	69400	211.65
78070279	07/25/2024	A00243587United Healthcare Insurance	I0077260	JUL 24	11000	412	3350	59100	24,866.77
			I0077261	AUG 24	11000	412	3350	59100	24,866.77
78070280	07/25/2024	A00318617Valsoft Corporation Inc.	I0077286	INV-215793	12000	319	5641	63200	7,400.00
78070281	07/25/2024	A00312920Vital Source	I0077323	VST-11479-R-JUN	31000	423	4110	69100	1,523.76
78070282	07/25/2024	A00249699Webster, Kyle E.	I0077263	11/14/24	11000	202	5710	67500	725.00
78070283	07/25/2024	A00200355West Kern Water District	I0077269	07/11/24	33428	310	5810	69200	36.17
					33528	310	5810	69200	36.17
78070283	07/25/2024	A00200355West Kern Water District	I0077269	07/11/24	33588	310	5810	69200	72.33
78070284	07/25/2024	A00275443WestAir Gases & Equipment In	I0077306	0080600814	31000	423	4321	69100	47.60
78070285	07/25/2024	A00201081Westside Waste Management Co	I0077271	59153	11000	431	5850	65700	6,083.69
					12433	314	5850	69800	95.60
					39000	314	5850	64991	541.71
					12560	223	5850	09565	141.96
78070286	07/30/2024	A00102251Adriano, Christi L.	I0077346	101124	11000	205	5710	12042	300.00
78070287	07/30/2024	A00306660Advanced Data Storage, Inc.	I0077353	0183527	11000	207	5990	49999	25.30
			I0077354	0184206	11000	207	5990	49999	25.30
78070288	07/30/2024	A00339371Alvarez, Maximiliano	I0077330	071524	12620	227	5740	61900	34.00

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78070289	07/30/2024	A00201875Amazon Capital Services	I0077359	1MQH-HD44-V739	12477	203	6310	61200	85.47
			I0077364	1DVT-C1FG-HVY3	12477	203	6310	61200	57.09
			I0077365	1MQH-HD44-MW6V	12477	203	6310	61200	344.56
			I0077368	1GN9-376P-NRJ1	12477	203	6310	61200	491.41
			I0077369	1HWD-X64P-PY1F	12477	203	6310	61200	118.87
			I0077370	1D3T-FPHY-QFPL	12477	203	6310	61200	130.87
			I0077371	1F7V-CYT9-DGHH	12477	203	6310	61200	531.83
78070289	07/30/2024	A00201875Amazon Capital Services	I0077372	1DVT-C1FG-DTWK	12477	203	6310	61200	36.44
			I0077373	1JXL-3H11-VKTT	12477	203	4310	61200	385.95
			I0077374	174M-XKY4-YKRP	31000	423	4310	69100	117.50
78070290	07/30/2024	A00200758Champion, Diana K.	I0077347	101124	11000	205	5710	12042	300.00
78070291	07/30/2024	A00200107Charter Communications	I0077343	071124	11000	435	5840	65192	213.38
78070292	07/30/2024	A00200107Charter Communications	I0077350	070124	12560	223	5610	09565	334.94
78070293	07/30/2024	A00200181City of Taft	I0077326	57525	31000	423	5850	69100	61.65
78070294	07/30/2024	A00200181City of Taft	I0077334	57518	11000	431	5850	65700	1,848.00
					11000	431	5850	65500	37.71
78070295	07/30/2024	A00200181City of Taft	I0077345	57519	11000	431	5850	65700	8.93
					11000	431	5850	65500	0.18
78070296	07/30/2024	A00335974Daugherty, Devin	I0077332	071824	12648	223	5710	60103	963.93
78070297	07/30/2024	A00201586Dodson, John	I0077338	071424	12433	314	5710	69800	54.94
			I0077339	07/14/24	12433	314	5710	69800	190.00
			I0077340	07-14-24	12433	314	5710	64991	140.78
78070298	07/30/2024	A00343238Driscoll, Michael C.	S0060045		11000		9526		150.00
78070299	07/30/2024	A00200308Federal Express Corporation	I0077327	8-564-74669	11000	401	5940	67705	132.63
			I0077328	8-571-41611	11000	401	5940	67705	40.11
78070300	07/30/2024	A00242940ICM Distributing Company, In	I0077358	1850954	31000	423	4310	69100	207.66
					31000	423	5940	69100	26.75
78070301	07/30/2024	A00200656Jacobi, Victoria J.	I0077341	07/10/24	11000	202	5710	67500	951.77
78070302	07/30/2024	A00277752Jarrahian, Abbas	I0077333	072324	11000	209	4311	04013	16.38
78070303	07/30/2024	A00337165Lopez, Jaime	I0077325	072124	11000	202	5710	60100	845.99
			I0077376	071424	12653	301	5710	63900	1,996.98
78070304	07/30/2024	A00307058Minor, Leslie B.	I0077348	071424	12653	301	5710	63900	1,978.98
78070305	07/30/2024	A00200505OT Cookhouse & Saloon	I0077360	75-TILG-624	12433	314	4310	69800	3,029.52
78070306	07/30/2024	A00200508P. G. & E.	I0077336	07/11/24	11000	435	5810	65191	71.17
78070307	07/30/2024	A00200508P. G. & E.	I0077342	071624	11000	431	5830	65700	26,733.91
					39000	314	5830	64991	4,604.05
					12433	314	5830	69800	511.56
					33428	310	5830	69200	1,901.41
					33528	310	5830	69200	1,901.41
					33588	310	5830	69200	3,802.80
78070308	07/30/2024	A00200508P. G. & E.	I0077349	070924	11000	435	5830	65192	1,451.69
					11000	435	5820	65192	33.53
78070309	07/30/2024	A00300816Palomar Community College Di	I0077352	78069571	12563	319	5710	64900	998.00
78070310	07/30/2024	A00200518Pearson Education	I0077375	25675521	31000	423	4110	69100	6,929.37
78070311	07/30/2024	A00046103Romero, Megan M.	I0077335	072524	39000	314	4310	64991	113.44
78070312	07/30/2024	A00344094Schools Excess Liability Fun	I0077357	AB218_1563867-A	11000	401	5390	67702	12,350.96
78070313	07/30/2024	A00330155Strautman, James A.	I0077362	240714	11000	115	5510	67100	5,000.00
78070314	07/30/2024	A00200417Sysco Food Service of Ventur	I0077366	379665386	33429	310	4410	69250	1,353.42
			I0077367	379665386.	33429	310	4411	69250	647.87
78070315	07/30/2024	A00336205TPx Communications	I0077337	180532541-0	11000	431	5840	65700	593.74

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78070316	07/30/2024	A00336843	Valadez, Jose A.	I0077331	07/15/24	12620	227	5740	61900	234.00
78070317	07/30/2024	A00200355	West Kern Water District	I0077324	072524	39000	314	5810	64991	13.26
78070318	07/30/2024	A00200355	West Kern Water District	I0077351	07-05-24	11000	431	5810	65700	153.34
						39000	314	5810	64991	28.27
						12433	314	5810	69800	3.14
78070319	07/30/2024	A00200355	West Kern Water District	I0077355	07-11-24	11000	431	5810	65700	365.09
						39000	314	5810	64991	67.30
						12433	314	5810	69800	7.48
78070320	07/30/2024	A00200360	Westec	I0077329	28961	11450	204	5641	09543	37,642.50
78070321	07/30/2024	A00200364	Westside Furniture	I0077361	071124	35815	314	4310	69700	2,160.67
78070322	07/30/2024	A00279103	Yabla, Inc.	I0077363	121415-TAFT_070	31000	423	4110	69100	4,763.76
						31000	423	5940	69100	18.00

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
BYOUNG	07/01/2024	A00284647	CCS Disaster Recovery Servic	P0064617	07/01/2024	07/01/2024			\$3,420.00	
	07/03/2024	A00200995	Educause	P0064620	07/01/2024	07/01/2024			\$77.00	
			A00264649	Convergint Technologies, LLC	P0064626	07/01/2024	07/01/2024		\$500.00	
			A00332921	Ferrilli	P0064729	07/03/2024	07/03/2024		\$1,425.00	
	07/08/2024	A00220442	Serban Sound & Communication	P0064714	07/03/2024	07/03/2024			\$5,360.48	
			A00200862	Taft College Bookstore	P0064633	07/01/2024	07/01/2024		\$28.12	
			A00288646	Amazon Web Services, Inc.	P0064663	07/02/2024	07/02/2024		\$3,410.71	
			A00201875	Amazon Capital Services	P0064740	07/08/2024	07/08/2024		\$1,000.00	
					P0064742	07/08/2024	07/08/2024		\$1,000.00	
			A00332921	Ferrilli	P0064677	07/02/2024	07/02/2024		\$1,710.00	
			A00223048	AMS.NET	P0064678	07/02/2024	07/02/2024		\$31,417.11	
			A00200721	Kiwanis Club of Taft	P0064773	07/08/2024	07/08/2024		\$106.00	
	07/09/2024	A00258334	CISOA	P0064841	07/09/2024	07/09/2024			\$300.00	
	07/11/2024	A00200161	CDW-G	P0064937	07/11/2024	07/11/2024			\$13,379.13	
			A00200053	Apple Computer Inc.	P0064666	07/02/2024	07/02/2024		\$1,301.92	
			A00220442	Serban Sound & Communication	P0064780	07/08/2024	07/08/2024		\$5,360.48	
	07/17/2024	A00344109	ARRC Technology	P0064943	07/11/2024	07/11/2024			\$22,193.09	
	07/18/2024	A00255644	U.S. Bank Equipment Finance	P0065024	07/17/2024	07/17/2024			\$4,449.87	
				P0065039	07/18/2024	07/18/2024			\$62,469.95	
	07/25/2024	A00237174	Allikas, Krystal Anne.	P0065110	07/25/2024	07/25/2024			\$1,383.02	
			A00310598	Li, Xiaohong	P0065108	07/25/2024	07/25/2024		\$2,018.80	

								TOTAL USER		\$162,310.68
DDURAN	07/01/2024	A00200522	Pepsi-Cola Company	P0064545	07/01/2024	07/01/2024			\$25,000.00	
			A00292936	Albertson's Safeway LLC	P0064551	07/01/2024	07/01/2024		\$2,000.00	
			A00200161	CDW-G	P0064515	07/01/2024	07/01/2024		\$1,166.19	
			A00200225	Darling Ingredients Inc.	P0064587	07/01/2024	07/01/2024		\$1,000.00	
			A00200307	Farmer Bros. Company	P0064560	07/01/2024	07/01/2024		\$8,000.00	
			A00200388	Capital Industrial Medical S	P0064585	07/01/2024	07/01/2024		\$433.00	
			A00209980	County of Kern	P0064590	07/01/2024	07/01/2024		\$800.00	
	07/02/2024	A00200284	U.S. Foods	P0064583	07/01/2024	07/01/2024			\$53,247.50	
			A00200417	Sysco Food Service of Ventur	P0064544	07/01/2024	07/01/2024		\$212,191.25	
			A00286449	Collaborative Braintrust Con	P0064550	07/01/2024	07/01/2024		\$31,680.00	
			A00331313	Willis and Williams Design S	P0064599	07/01/2024	07/01/2024		\$426.25	
			A00200417	Sysco Food Service of Ventur	P0064671	07/02/2024	07/02/2024		\$16,560.05	
			A00200522	Pepsi-Cola Company	P0064676	07/02/2024	07/02/2024		\$656.64	
			A00200307	Farmer Bros. Company	P0064673	07/02/2024	07/02/2024		\$411.62	
			A00288646	Amazon Web Services, Inc.	P0064675	07/02/2024	07/02/2024		\$32.45	
			A00292936	Albertson's Safeway LLC	P0064674	07/02/2024	07/02/2024		\$251.69	
			A00321772	Sinclair Broadcast Group, In	P0064614	07/01/2024	07/01/2024		\$22,500.00	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00341102	Trickey, Rafe Edward.	P0064669	07/02/2024	07/02/2024				\$450.00
	07/03/2024	A00201875	Amazon Capital Services	P0064705	07/03/2024	07/03/2024				\$32.45
	07/05/2024	A00200044	American General Media	P0064608	07/01/2024	07/01/2024				\$40,000.00
		A00201875	Amazon Capital Services	P0064722	07/03/2024	07/03/2024				\$500.00
		A00259082	Lozano Smith, LLP	P0064720	07/03/2024	07/03/2024				\$50,000.00
	07/09/2024	A00200044	American General Media	P0064748	07/08/2024	07/08/2024				\$6,850.00
		A00200721	Kiwanis Club of Taft	P0064772	07/08/2024	07/08/2024				\$106.00
				P0064775	07/08/2024	07/08/2024				\$1,000.00
		A00339386	Nexstar Media Inc	P0064750	07/08/2024	07/08/2024				\$10,000.00
	07/10/2024	A00201875	Amazon Capital Services	P0064878	07/10/2024	07/10/2024				\$541.25
		A00201737	Duran, Diana	P0064880	07/10/2024	07/10/2024				\$200.00
	07/16/2024	A00029774	Enciso, Rigoberto	P0064973	07/15/2024	07/15/2024				\$61.66
	07/17/2024	A00330155	Strautman, James Alexander.	P0064974	07/15/2024	07/15/2024				\$30,000.00
		A00251929	Oja, Michelle Elizabeth.	P0065014	07/17/2024	07/17/2024				\$57.16
	07/18/2024	A00327706	Modern Campus USA, Inc.	P0064908	07/10/2024	07/10/2024				\$36,550.00
	07/23/2024	A00200198	Community College League of	PO	07/23/2024	07/23/2024				\$11,795.00
				P0065059	07/23/2024	07/23/2024				\$11,795.00
				P0065061	07/23/2024	07/23/2024				\$2,250.00
	07/24/2024	A00277752	Jarrahan, Abbas	P0065102	07/24/2024	07/24/2024				\$100.00
	07/25/2024	A00200417	Sysco Food Service of Ventur	P0065107	07/25/2024	07/25/2024				\$212,191.25
	07/30/2024	A00222771	Academic Senate for Communit	P0065145	07/30/2024	07/30/2024				\$1,557.77

							TOTAL USER			\$792,394.18
DNAVARRO	07/03/2024	A00328601	International College Learni	P0064651	07/02/2024	07/02/2024				\$800.00
		A00277399	Sundgren, Lori Anne.	P0064649	07/02/2024	07/02/2024				\$1,920.42
				P0064650	07/02/2024	07/02/2024				\$1,249.27
		A00200862	Taft College Bookstore	P0064693	07/03/2024	07/03/2024				\$224.87

							TOTAL USER			\$4,194.56
DRIOS	07/03/2024	A00050381	Powell, Cindi Lou.	P0064655	07/02/2024	07/02/2024				\$50.00
		A00055076	Rios, Debra Sue.	P0064654	07/02/2024	07/02/2024				\$50.00
		A00067790	Holmes, Christina L.	P0064635	07/01/2024	07/01/2024				\$50.00
		A00082776	Carty, Ramona M.	P0064631	07/01/2024	07/01/2024				\$50.00
		A00089199	McMahan, Paul S.	P0064664	07/02/2024	07/02/2024				\$50.00
		A00041974	Mitchell, Crystal Florine.	P0064627	07/01/2024	07/01/2024				\$50.00
		A00200161	CDW-G	P0064602	07/01/2024	07/01/2024				\$900.00
		A00200181	City of Taft	P0064566	07/01/2024	07/01/2024				\$150.00
		A00200355	West Kern Water District	P0064580	07/01/2024	07/01/2024				\$300.00
				P0064683	07/02/2024	07/02/2024				\$100.00

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		A00200680	J & L Locksmithing	P0064572	07/01/2024	07/01/2024	\$400.00			
		A00200840	Ambrose, Brooke L.	P0064624	07/01/2024	07/01/2024	\$50.00			
		A00200862	Taft College Bookstore	P0064594	07/01/2024	07/01/2024	\$600.00			
		A00201272	Owens, Patricia A.	P0064660	07/02/2024	07/02/2024	\$300.00			
				P0064661	07/02/2024	07/02/2024	\$200.00			
				P0064662	07/02/2024	07/02/2024	\$300.00			
		A00201586	Dodson, John	P0064622	07/01/2024	07/01/2024	\$50.00			
		A00201875	Amazon Capital Services	P0064681	07/02/2024	07/02/2024	\$600.00			
		A00202705	Powell, David W.	P0064656	07/02/2024	07/02/2024	\$50.00			
		A00203038	Garcia, Eloisa	P0064632	07/01/2024	07/01/2024	\$50.00			
		A00209169	Madding, Mary Katie.	P0064638	07/01/2024	07/01/2024	\$50.00			
		A00251403	Brown, Brittany Elizabeth.	P0064630	07/01/2024	07/01/2024	\$50.00			
		A00280588	Tarango, Rosa Elva.	P0064657	07/02/2024	07/02/2024	\$50.00			
		A00284039	Rodman, Tara Jean.	P0064659	07/02/2024	07/02/2024	\$50.00			
		A00286380	Gary, Leeanna Gwenyth.	P0064634	07/01/2024	07/01/2024	\$50.00			
		A00288683	Balli, Jessica Ruth.	P0064628	07/01/2024	07/01/2024	\$50.00			
		A00306726	Kern Down Syndrome Network	P0064685	07/02/2024	07/02/2024	\$150.00			
		A00306957	Bokelman, Tristan Chance.	P0064629	07/01/2024	07/01/2024	\$50.00			
		A00319064	T-Mobile USA Inc.	P0064604	07/01/2024	07/01/2024	\$275.00			
		A00320467	Ramirez, Alexis E.	P0064658	07/02/2024	07/02/2024	\$50.00			
		A00329698	Baguio, Mia Carey.	P0064625	07/01/2024	07/01/2024	\$50.00			
		A00337417	Norcross, Jacob	P0064636	07/01/2024	07/01/2024	\$50.00			
		A00342456	Rosales Tree & Lawn Services	P0064584	07/01/2024	07/01/2024	\$350.00			
				P0064586	07/01/2024	07/01/2024	\$150.00			
		A00200063	Austin's Pest Control, Inc.	P0064565	07/01/2024	07/01/2024	\$1,300.00			
		A00200109	Brown & Reich Petroleum, Inc	P0064568	07/01/2024	07/01/2024	\$3,000.00			
		A00200282	True Value Home Center	P0064573	07/01/2024	07/01/2024	\$2,000.00			
		A00200364	Westside Furniture	P0064597	07/01/2024	07/01/2024	\$2,000.00			
		A00200417	Sysco Food Service of Ventur	P0064577	07/01/2024	07/01/2024	\$5,000.00			
		A00200423	Taft City School District	P0064593	07/01/2024	07/01/2024	\$2,000.00			
		A00200432	Taft Union High School	P0064598	07/01/2024	07/01/2024	\$1,000.00			
		A00200498	Office Depot	P0064578	07/01/2024	07/01/2024	\$4,000.00			
		A00200505	OT Cookhouse & Saloon	P0064600	07/01/2024	07/01/2024	\$4,000.00			
		A00200508	P. G. & E.	P0064582	07/01/2024	07/01/2024	\$2,500.00			
				P0064682	07/02/2024	07/02/2024	\$1,000.00			
		A00201081	Westside Waste Management Co	P0064579	07/01/2024	07/01/2024	\$1,300.00			
		A00201875	Amazon Capital Services	P0064680	07/02/2024	07/02/2024	\$1,000.00			
		A00244581	Independent Fire and Safety,	P0064596	07/01/2024	07/01/2024	\$2,500.00			
		A00292936	Albertson's Safeway LLC	P0064574	07/01/2024	07/01/2024	\$3,000.00			
				P0064575	07/01/2024	07/01/2024	\$5,000.00			
		A00319064	T-Mobile USA Inc.	P0064567	07/01/2024	07/01/2024	\$4,000.00			

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00265229	DK&M Property	P0064588	07/01/2024	07/01/2024	\$25,000.00			
		A00324842	Payne, Kenneth E.	P0064591	07/01/2024	07/01/2024	\$25,000.00			
		A00329125	Foundation Properties Inc	P0064592	07/01/2024	07/01/2024	\$25,000.00			
	07/05/2024	A00200364	Westside Furniture	P0064728	07/03/2024	07/03/2024	\$4,000.00			
	07/11/2024	A00046103	Romero, Megan M.	P0064919	07/10/2024	07/10/2024	\$50.00			
		A00200109	Brown & Reich Petroleum, Inc	P0064846	07/09/2024	07/09/2024	\$400.00			
		A00200161	CDW-G	P0064881	07/10/2024	07/10/2024	\$359.41			
		A00200282	True Value Home Center	P0064858	07/09/2024	07/09/2024	\$25.00			
		A00200356	West Side Recreation & Park	P0064882	07/10/2024	07/10/2024	\$3,500.00			
		A00200391	Soroptimist International	P0064745	07/08/2024	07/08/2024	\$153.00			
		A00200498	Office Depot	P0064907	07/10/2024	07/10/2024	\$2,000.00			
		A00200508	P. G. & E.	P0064883	07/10/2024	07/10/2024	\$2,500.00			
		A00201875	Amazon Capital Services	P0064884	07/10/2024	07/10/2024	\$1,000.00			
				P0064885	07/10/2024	07/10/2024	\$800.00			
	07/17/2024	A00319584	Therap Services LLC	P0065005	07/17/2024	07/17/2024	\$5,854.75			
		A00201350	Four Seasons Carpet Cleaning	P0065008	07/17/2024	07/17/2024	\$30,431.40			
	07/18/2024	A00306726	Kern Down Syndrome Network	P0065030	07/17/2024	07/17/2024	\$150.00			
	07/23/2024	A00200425	Taft College	P0065049	07/22/2024	07/22/2024	\$60.00			
	07/25/2024	A00046103	Romero, Megan M.	P0065079	07/23/2024	07/23/2024	\$120.00			
		A00200862	Taft College Bookstore	P0065083	07/24/2024	07/24/2024	\$40.00			
		A00201586	Dodson, John	P0065077	07/23/2024	07/23/2024	\$140.50			
				P0065078	07/23/2024	07/23/2024	\$140.78			
		A00201875	Amazon Capital Services	P0065080	07/23/2024	07/23/2024	\$385.00			
		A00201875	Amazon Capital Services	P0065086	07/24/2024	07/24/2024	\$350.00			
	07/29/2024	A00201586	Dodson, John	P0065113	07/25/2024	07/25/2024	\$56.00			
		A00265229	DK&M Property	P0065115	07/25/2024	07/25/2024	\$200.00			

							TOTAL USER	\$178,090.84		
DVOHNOUT	07/08/2024	A00307058	Minor, Leslie B.	P0064561	07/01/2024	07/01/2024	\$1,340.00			
		A00331564	Community College Baccalaure	P0064559	07/01/2024	07/01/2024	\$600.00			
		A00307058	Minor, Leslie B.	P0064563	07/01/2024	07/01/2024	\$3,300.00			
		A00325532	Executive Express Lines Inc.	P0064562	07/01/2024	07/01/2024	\$4,000.00			
		A00200200	Computerland of Silicon Vall	P0064738	07/08/2024	07/08/2024	\$4,999.00			
		A00200153	CCCCIO	P0064741	07/08/2024	07/08/2024	\$400.00			
		A00200721	Kiwanis Club of Taft	P0064751	07/08/2024	07/08/2024	\$106.00			
				P0064752	07/08/2024	07/08/2024	\$1,000.00			
		A00335974	Daugherty, Devin	P0064746	07/08/2024	07/08/2024	\$2,551.54			
				P0064749	07/08/2024	07/08/2024	\$1,022.84			
				P0064743	07/08/2024	07/08/2024	\$6,000.00			
	07/09/2024	A00200161	CDW-G	P0064737	07/08/2024	07/08/2024	\$914.21			

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		NUMBER	NAME	NUMBER	DATE				
	07/11/2024	A00200687	Jean, Brian M.	P0064923	07/11/2024	07/11/2024			\$5,423.33
	07/17/2024	A00303291	Sport & Cycle, Inc.	P0064788	07/09/2024	07/09/2024			\$2,220.78
				P0064789	07/09/2024	07/09/2024			\$805.93
	07/23/2024	A00200656	Jacobi, Victoria J.	P0065076	07/23/2024	07/23/2024			\$1,040.00
		A00205869	NISOD	P0065058	07/23/2024	07/23/2024			\$1,200.00
	07/30/2024	A00344310	LibreTexts Inc.	P0065142	07/30/2024	07/30/2024			\$1,500.00

						TOTAL USER			\$38,423.63
EHANEL	07/10/2024	A00252942	TC Federal Financial Aid Cle	P0064690	07/03/2024	07/03/2024			\$3,184.00
	07/11/2024	A00303443	Ellucian CampusLogic, Inc.	P0064688	07/03/2024	07/03/2024			\$26,460.00
	07/18/2024	A00202445	AT&T Mobility	P0065032	07/18/2024	07/18/2024			\$120.72

						TOTAL USER			\$29,764.72
GRUIZ	07/25/2024	A00200498	Office Depot	P0065131	07/25/2024	07/25/2024			\$1.07
				P0065132	07/25/2024	07/25/2024			\$1.07
	07/31/2024	A00201875	Amazon Capital Services	P0065171	07/31/2024	07/31/2024			\$424.05

						TOTAL USER			\$426.19
HCASH	07/08/2024	A00200198	Community College League of	P0064736	07/01/2024	07/01/2024			\$7,547.40
		A00296845	Becerra-Carter, Serena Nicol	P0064576	07/01/2024	07/01/2024			\$890.64
		A00329796	Farmer, Jonathan	P0064571	07/01/2024	07/01/2024			\$890.64
	07/11/2024	A00343931	Honorlock Inc.	P0064778	07/01/2024	07/01/2024			\$10,000.00

						TOTAL USER			\$19,328.68
JWHITE	07/16/2024	A00200161	CDW-G	P0064993	07/16/2024	07/16/2024			\$359.41
	07/17/2024	A00200498	Office Depot	P0065011	07/17/2024	07/17/2024			\$1,500.00
		A00318539	Paycor, Inc.	P0065010	07/17/2024	07/17/2024			\$4,400.00
		A00327115	ABC Occupational Medical Cen	P0065012	07/17/2024	07/17/2024			\$2,000.00
	07/23/2024	A00313898	TimeClock Plus, LLC	P0065021	07/17/2024	07/17/2024			\$2,000.00
	07/25/2024	A00327115	ABC Occupational Medical Cen	P0065117	07/25/2024	07/25/2024			\$90.00
				P0065122	07/25/2024	07/25/2024			\$105.00
				P0065124	07/25/2024	07/25/2024			\$30.00
				P0065125	07/25/2024	07/25/2024			\$145.00
	07/29/2024	A00200433	Vibul Tangpraphaphorn, M.D.	P0065121	07/25/2024	07/25/2024			\$220.00
		A00327115	ABC Occupational Medical Cen	P0065118	07/25/2024	07/25/2024			\$50.00
		A00200238	Department of Justice	P0065120	07/25/2024	07/25/2024			\$273.00

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	07/30/2024	A00313898	TimeClock Plus, LLC	P0065143	07/30/2024	07/30/2024	\$2,000.00			

							TOTAL USER			\$13,172.41
KSTEARMAN	07/01/2024	A00201685	Cengage Learning	P0064557	07/01/2024	07/01/2024	\$10,800.00			
		A00274574	Penguin Random House LLC	P0064554	07/01/2024	07/01/2024	\$3,000.00			
		A00279103	Yabla, Inc.	P0064553	07/01/2024	07/01/2024	\$10,100.00			
		A00307514	Great River Learning	P0064552	07/01/2024	07/01/2024	\$20,000.00			
		A00335214	Stukent, Inc	P0064556	07/01/2024	07/01/2024	\$8,800.00			
	07/02/2024	A00200243	Blick Art Materials	P0064667	07/02/2024	07/02/2024	\$2,681.52			
		A00201875	Amazon Capital Services	P0064643	07/02/2024	07/02/2024	\$5,412.50			
		A00237176	SSD Systems	P0064642	07/02/2024	07/02/2024	\$1,000.00			
		A00275443	WestAir Gases & Equipment In	P0064646	07/02/2024	07/02/2024	\$600.00			
		A00286901	WinCraft, Incorporated	P0064665	07/02/2024	07/02/2024	\$254.40			
		A00307514	Great River Learning	P0064647	07/02/2024	07/02/2024	\$1,428.00			
		A00200555	McGraw-Hill LLC	P0064652	07/02/2024	07/02/2024	\$2,623.58			
		A00201875	Amazon Capital Services	P0064648	07/02/2024	07/02/2024	\$1,276.50			
	07/03/2024	A00018310	Reynolds, David S.	P0064697	07/03/2024	07/03/2024	\$6,750.00			
		A00200079	Bar Charts, Inc.	P0064707	07/03/2024	07/03/2024	\$2,000.00			
		A00200119	C.A. Reding Company, Inc.	P0064709	07/03/2024	07/03/2024	\$200.00			
		A00200143	Carlson, Kamala A.	P0064695	07/03/2024	07/03/2024	\$7,000.00			
		A00200181	City of Taft	P0064700	07/03/2024	07/03/2024	\$800.00			
		A00200425	Taft College	P0064699	07/03/2024	07/03/2024	\$240.00			
		A00200521	Pens Etc.	P0064717	07/03/2024	07/03/2024	\$8,000.00			
		A00200522	Pepsi-Cola Company	P0064704	07/03/2024	07/03/2024	\$1,000.00			
		A00201045	Golling, Greg P.	P0064696	07/03/2024	07/03/2024	\$3,000.00			
		A00201875	Amazon Capital Services	P0064706	07/03/2024	07/03/2024	\$5,412.50			
				P0064708	07/03/2024	07/03/2024	\$1,082.50			
				P0064710	07/03/2024	07/03/2024	\$3,247.50			
		A00227772	MBS Textbook Exchange, Inc.	P0064703	07/03/2024	07/03/2024	\$10,000.00			
		A00242940	ICM Distributing Company, In	P0064711	07/03/2024	07/03/2024	\$1,100.00			
		A00275443	WestAir Gases & Equipment In	P0064694	07/03/2024	07/03/2024	\$47.60			
		A00304876	Ingram Book Group LLC	P0064712	07/03/2024	07/03/2024	\$524.79			
		A00312920	Vital Source	P0064701	07/03/2024	07/03/2024	\$10,000.00			
				P0064702	07/03/2024	07/03/2024	\$1,523.76			
	07/05/2024	A00200425	Taft College	P0064698	07/03/2024	07/03/2024	\$60,000.00			
	07/09/2024	A00200243	Blick Art Materials	P0064797	07/09/2024	07/09/2024	\$8,000.00			
		A00200498	Office Depot	P0064795	07/09/2024	07/09/2024	\$1,500.00			
		A00200555	McGraw-Hill LLC	P0064796	07/09/2024	07/09/2024	\$8,250.00			
		A00210209	ULINE	P0064794	07/09/2024	07/09/2024	\$4,047.50			
		A00234793	Southwest Signs	P0064792	07/09/2024	07/09/2024	\$8,000.00			

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		A00238004	Paymetric, Inc.	P0064798	07/09/2024	07/09/2024	\$3,000.00			
		A00286901	WinCraft, Incorporated	P0064793	07/09/2024	07/09/2024	\$6,175.00			
	07/11/2024	A00200518	Pearson Education	P0064911	07/10/2024	07/10/2024	\$8,800.00			
		A00201549	Harper Collins Publishers	P0064825	07/09/2024	07/09/2024	\$1,800.00			
		A00202073	Human Kinetics	P0064834	07/09/2024	07/09/2024	\$3,200.00			
		A00203431	Grimes, Jessica R.	P0064826	07/09/2024	07/09/2024	\$2,500.00			
		A00213701	MCM Group	P0064910	07/10/2024	07/10/2024	\$4,500.00			
		A00300497	Content Distributors	P0064830	07/09/2024	07/09/2024	\$1,800.00			
		A00304231	Higher Education Services, I	P0064824	07/09/2024	07/09/2024	\$550.00			
		A00320892	Barnes Welding	P0064832	07/09/2024	07/09/2024	\$5,000.00			
		A00328281	Vista Higher Learning, Inc.	P0064913	07/10/2024	07/10/2024	\$3,640.00			
		A00200127	California Dept. of Education	P0064831	07/09/2024	07/09/2024	\$2,200.00			
		A00200298	Elsevier Health Science	P0064828	07/09/2024	07/09/2024	\$5,400.00			
		A00200628	The Goodheart-Willcox Compan	P0064827	07/09/2024	07/09/2024	\$3,500.00			
		A00200693	John Wiley & Sons, Inc.	P0064820	07/09/2024	07/09/2024	\$8,800.00			
		A00200827	W.W. Norton & Company Inc.	P0064809	07/09/2024	07/09/2024	\$8,800.00			
		A00201124	New Monic Books	P0064812	07/09/2024	07/09/2024	\$800.00			
		A00210330	Redleaf Press	P0064811	07/09/2024	07/09/2024	\$950.00			
		A00227772	MBS Textbook Exchange, Inc.	P0064815	07/09/2024	07/09/2024	\$4,800.00			
		A00234628	MPS	P0064814	07/09/2024	07/09/2024	\$8,800.00			
		A00253920	Mancomm, Inc.	P0064817	07/09/2024	07/09/2024	\$6,000.00			
		A00255612	Simon & Schuster, Inc.	P0064810	07/09/2024	07/09/2024	\$3,500.00			
		A00260080	Nature Explore	P0064829	07/09/2024	07/09/2024	\$300.00			
		A00270994	Legal Books Distributing	P0064819	07/09/2024	07/09/2024	\$1,000.00			
		A00271503	Wolters Kluwer Health	P0064807	07/09/2024	07/09/2024	\$1,200.00			
		A00271523	Logical Operations, Inc.	P0064818	07/09/2024	07/09/2024	\$3,120.00			
		A00279155	Jones & Bartlett Learning, L	P0064805	07/09/2024	07/09/2024	\$6,000.00			
		A00304224	Itasca Books	P0064821	07/09/2024	07/09/2024	\$1,300.00			
		A00304876	Ingram Book Group LLC	P0064822	07/09/2024	07/09/2024	\$1,550.00			
		A00314755	National Book Network	P0064813	07/09/2024	07/09/2024	\$8,800.00			
		A00319010	XanEdu Publishing, Inc.	P0064806	07/09/2024	07/09/2024	\$8,000.00			
		A00332317	Hopkins Fulfillment Services	P0064823	07/09/2024	07/09/2024	\$3,300.00			
		A00337052	West Academic	P0064808	07/09/2024	07/09/2024	\$5,800.00			
		A00339536	Matthews Book Company	P0064816	07/09/2024	07/09/2024	\$1,000.00			
	07/16/2024	A00227772	MBS Textbook Exchange, Inc.	P0064980	07/15/2024	07/15/2024	\$3,110.15			
		A00317367	Quadient Leasing USA, Inc.	P0064976	07/15/2024	07/15/2024	\$4,600.00			
				P0064977	07/15/2024	07/15/2024	\$400.00			
		A00317424	Quadient Finance USA, Inc.	P0064975	07/15/2024	07/15/2024	\$15,000.00			
		A00324243	TM Signs and Graphics	P0064982	07/15/2024	07/15/2024	\$216.50			
		A00327941	Datrose Inc.	P0064978	07/15/2024	07/15/2024	\$1,500.00			
	07/17/2024	A00200708	Kendall/Hunt Publishing Co.	P0065003	07/16/2024	07/16/2024	\$2,200.00			

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	07/22/2024	A00344177	Springer Publishing Company,	P0065044	07/18/2024	07/18/2024				\$3,125.00
	07/23/2024	A00200518	Pearson Education	P0065045	07/21/2024	07/21/2024				\$12,500.00
		A00238748	RR Donnelley	P0065046	07/22/2024	07/22/2024				\$1,182.50
		A00200518	Pearson Education	P0065050	07/22/2024	07/22/2024				\$20,000.00
	07/29/2024	A00227772	MBS Textbook Exchange, Inc.	P0065133	07/29/2024	07/29/2024				\$3,200.00

							TOTAL USER			\$422,621.80
LMURPHY	07/12/2024	A00200076	Bandy, Ingrun K.	P0064529	07/01/2024	07/01/2024				\$60.00
		A00200167	Central Valley Conference	P0064916	07/10/2024	07/10/2024				\$7,000.00
				P0064917	07/10/2024	07/10/2024				\$4,000.00
		A00200219	CSMI	P0064528	07/01/2024	07/01/2024				\$550.00
		A00200655	Henry Schein, Inc.	P0064525	07/01/2024	07/01/2024				\$1,921.44
		A00249855	Murphy, Lori Ann.	P0064530	07/01/2024	07/01/2024				\$60.00
		A00293918	A&B Athletics	P0064526	07/01/2024	07/01/2024				\$8,638.43
		A00311532	Sway Medical	P0064914	07/10/2024	07/10/2024				\$691.07
		A00326991	Big 8 Conference	P0064918	07/10/2024	07/10/2024				\$450.00
		A00325532	Executive Express Lines Inc.	P0064523	07/01/2024	07/01/2024				\$2,110.88
	07/15/2024	A00342881	Deere & Company	P0064527	07/01/2024	07/01/2024				\$14,443.41
	07/24/2024	A00200655	Henry Schein, Inc.	P0065040	07/18/2024	07/18/2024				\$4,412.79
		A00337089	HOWIES HOCKEY, INC.	P0064997	07/16/2024	07/16/2024				\$1,138.62
		A00344149	ColdVentures LLC	P0065035	07/18/2024	07/18/2024				\$507.63
		A00306660	Advanced Data Storage, Inc.	P0064524	07/01/2024	07/01/2024				\$75.90
LWHITE	07/08/2024	A00200498	Office Depot	P0064668	07/02/2024	07/05/2024				\$500.00

							TOTAL USER			\$500.00
MALVAREZ	07/08/2024	A00200355	West Kern Water District	P0064731	07/03/2024	07/03/2024				\$198.34
		A00277845	Double D Cleaning Service	P0064744	07/08/2024	07/08/2024				\$240.00
	07/11/2024	A00324243	TM Signs and Graphics	P0064902	07/10/2024	07/10/2024				\$3,221.49
		A00200393	Sparkletts	P0064890	07/10/2024	07/10/2024				\$16.00
		A00200862	Taft College Bookstore	P0064833	07/09/2024	07/09/2024				\$4,468.30
				P0064836	07/09/2024	07/09/2024				\$2,705.71
				P0064837	07/09/2024	07/09/2024				\$660.94
		A00336843	Valadez, Jose A.	P0064960	07/11/2024	07/11/2024				\$320.42
	07/16/2024	A00343932	Select Equipment Sales Inc.	P0064781	07/08/2024	07/08/2024				\$33,729.62
		A00209980	County of Kern	P0064958	07/11/2024	07/11/2024				\$204.00
		A00200063	Austin's Pest Control, Inc.	P0064968	07/11/2024	07/11/2024				\$55.00
		A00200064	B & B Surplus	P0064927	07/11/2024	07/11/2024				\$1,373.43

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		A00200508	P. G. & E.	P0064956	07/11/2024	07/11/2024	\$584.49				
		A00320892	Barnes Welding	P0064924	07/11/2024	07/11/2024	\$848.91				
	07/17/2024	A00201875	Amazon Capital Services	P0064959	07/11/2024	07/11/2024	\$15,000.00				
	07/23/2024	A00201875	Amazon Capital Services	P0065081	07/23/2024	07/23/2024	\$6,495.00				
	07/24/2024	A00200107	Charter Communications	P0064965	07/11/2024	07/11/2024	\$669.88				
		A00200393	Sparkletts	P0065067	07/23/2024	07/23/2024	\$1,500.00				
		A00341108	LOOKOURWAY LLC	P0065091	07/24/2024	07/24/2024	\$2,209.39				
	07/25/2024	A00312904	CalPac Pizza II, LLC	P0065092	07/24/2024	07/24/2024	\$1,046.55				
	07/29/2024	A00200107	Charter Communications	P0065068	07/23/2024	07/23/2024	\$4,000.00				
		A00339371	Alvarez, Maximiliano	P0064963	07/11/2024	07/11/2024	\$65.00				
	07/30/2024	A00200016	4Imprint	P0065151	07/30/2024	07/30/2024	\$3,604.73				
		A00334993	MatterHackers, Inc.	P0065074	07/23/2024	07/23/2024	\$2,159.04				
				P0065075	07/23/2024	07/23/2024	\$4,318.08				

							TOTAL USER	\$89,694.32			
MBLANCO	07/03/2024	A00200656	Jacobi, Victoria J.	P0064727	07/03/2024	07/03/2024	\$306.62				
		A00203989	Tipton Cash, Heather Marie.	P0064716	07/03/2024	07/03/2024	\$865.00				
		A00304487	Bush, Juliana May.	P0064719	07/03/2024	07/03/2024	\$890.64				
		A00310304	Jimenez Murguia, Salvador	P0064723	07/03/2024	07/03/2024	\$306.62				
		A00324134	Bell, Damon	P0064724	07/03/2024	07/03/2024	\$306.62				
				P0064725	07/03/2024	07/03/2024	\$674.17				
		A00337165	Lopez, Jaime	P0064721	07/03/2024	07/03/2024	\$305.28				
	07/08/2024	A00319064	T-Mobile USA Inc.	P0064687	07/03/2024	07/03/2024	\$294.20				
				P0064689	07/03/2024	07/03/2024	\$294.10				
				P0064691	07/03/2024	07/03/2024	\$3,600.00				
		A00336434	Delgado, Emily	P0064726	07/03/2024	07/03/2024	\$91.79				
	07/09/2024	A00200407	Student Insurance	P0064782	07/08/2024	07/08/2024	\$67,837.00				
	07/10/2024	A00024451	Sutherland, Tammy M.	P0064850	07/09/2024	07/09/2024	\$306.62				
		A00309643	White, Jacquelyn	P0064855	07/09/2024	07/09/2024	\$306.62				
		A00200393	Sparkletts	P0064777	07/08/2024	07/08/2024	\$69.92				
				P0064779	07/08/2024	07/08/2024	\$840.00				
		A00306586	CSSO Association, Inc.	P0064784	07/08/2024	07/08/2024	\$400.00				
		A00334411	Cuevas, Jay J.	P0064861	07/09/2024	07/09/2024	\$830.00				
		A00045424	Long, Sarah L.	P0064847	07/09/2024	07/09/2024	\$306.62				
		A00200656	Jacobi, Victoria J.	P0064844	07/09/2024	07/09/2024	\$2,100.00				
		A00201247	Duron, Candace A.	P0064800	07/09/2024	07/09/2024	\$1,800.00				
		A00307058	Minor, Leslie B.	P0064843	07/09/2024	07/09/2024	\$1,900.00				
		A00309640	Murillo, Lilia	P0064848	07/09/2024	07/09/2024	\$306.62				
		A00324134	Bell, Damon	P0064802	07/09/2024	07/09/2024	\$2,100.00				
		A00327542	Alvarado, Cecilia	P0064801	07/09/2024	07/09/2024	\$2,200.00				

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	07/15/2024	A00261766	Benco Dental Supply Co.	P0064920	07/10/2024	07/10/2024				\$19,570.91
	07/24/2024	A00200655	Henry Schein, Inc.	P0064874	07/10/2024	07/10/2024				\$16.24
		A00200758	Champion, Diana K.	P0064986	07/15/2024	07/15/2024				\$1,003.81
		A00200862	Taft College Bookstore	P0064607	07/01/2024	07/01/2024				\$151.16
		A00325895	Linde Gas & Equipment Inc.	P0064611	07/01/2024	07/01/2024				\$880.67
		A00293996	Kimbrough, Vickie J.	P0064623	07/01/2024	07/01/2024				\$341.64
		A00102251	Adriano, Christi Lynn.	P0065047	07/22/2024	07/22/2024				\$995.77
		A00325895	Linde Gas & Equipment Inc.	P0065096	07/24/2024	07/24/2024				\$799.83
							TOTAL USER			\$129,257.66
MPAYNE	07/24/2024	A00040528	Gardner, Gina LeeAnn.	P0064853	07/09/2024	07/19/2024				\$855.04
	07/29/2024	A00040528	Gardner, Gina LeeAnn.	P0065111	07/25/2024	07/25/2024				\$815.05
		A00200517	Peace Lutheran Church	P0065112	07/25/2024	07/25/2024				\$6,000.00
							TOTAL USER			\$7,670.09
MSANCHEZ	07/08/2024	A00200627	Gonzalez, Lourdes	P0064715	07/03/2024	06/30/2025				\$3,000.00
				P0064718	07/03/2024	06/30/2025				\$1,200.00
		A00200862	Taft College Bookstore	P0064730	07/01/2024	07/31/2024				\$500.00
	07/09/2024	A00331655	Dell Marketing LP	P0064871	07/09/2024	06/30/2025				\$6,000.00
	07/11/2024	A00201875	Amazon Capital Services	P0064866	07/09/2024	06/30/2025				\$4,500.00
				P0064869	07/09/2024	06/30/2025				\$3,500.00
	07/30/2024	A00200040	American Business Machines	P0065154	07/30/2024	06/30/2025				\$1,300.00
							TOTAL USER			\$20,000.00
MSILVEIRA	07/08/2024	A00342610	California Department of Soc	P0064679	07/02/2024	07/02/2024				\$3,340.00
		A00200417	Sysco Food Service of Ventur	P0064739	07/08/2024	07/08/2024				\$1,455.79
	07/11/2024	A00200417	Sysco Food Service of Ventur	P0064757	07/08/2024	07/08/2024				\$10,000.00
		A00200355	West Kern Water District	P0064761	07/08/2024	07/08/2024				\$2,800.00
		A00256341	Terminix Commercial	P0064766	07/08/2024	07/08/2024				\$4,800.00
		A00292936	Albertson's Safeway LLC	P0064758	07/08/2024	07/08/2024				\$3,500.00
				P0064760	07/08/2024	07/08/2024				\$1,500.00
		A00334819	Brady Industries	P0064763	07/08/2024	07/08/2024				\$2,000.00
				P0064764	07/08/2024	07/08/2024				\$3,000.00
		A00201875	Amazon Capital Services	P0064838	07/09/2024	07/09/2024				\$1,760.92
		A00200282	True Value Home Center	P0064767	07/08/2024	07/08/2024				\$1,000.00
		A00200498	Office Depot	P0064768	07/08/2024	07/08/2024				\$3,000.00
		A00201875	Amazon Capital Services	P0064771	07/08/2024	07/08/2024				\$2,000.00
		A00200355	West Kern Water District	P0064946	07/11/2024	07/11/2024				\$72.09

Taft College Purchase Order Activity Report

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00256341	Terminix Commercial	P0064947	07/11/2024	07/11/2024				\$371.00
		A00200498	Office Depot	P0064770	07/08/2024	07/08/2024				\$10,000.00
	07/16/2024	A00200417	Sysco Food Service of Ventur	P0064756	07/08/2024	07/08/2024				\$30,000.00
	07/30/2024	A00292936	Albertson's Safeway LLC	P0065153	07/30/2024	07/30/2024				\$164.06

							TOTAL USER			\$80,763.86
MTOFTE	07/08/2024	A00200198	Community College League of	P0064606	07/01/2024	07/01/2024				\$9,499.00
		A00200388	Capital Industrial Medical S	P0064564	07/01/2024	07/01/2024				\$84.63
		A00205819	Proquest LLC	P0064601	07/01/2024	07/01/2024				\$7,092.88
		A00200273	Ebsco Subscription Service	P0064612	07/01/2024	07/01/2024				\$2,461.01
		A00271462	OCLC, Inc.	P0064692	07/03/2024	07/03/2024				\$2,261.43
		A00201875	Amazon Capital Services	P0064558	07/01/2024	07/01/2024				\$20,000.00
		A00200198	Community College League of	P0064610	07/01/2024	07/01/2024				\$32,410.00
	07/11/2024	A00201875	Amazon Capital Services	P0064791	07/09/2024	07/09/2024				\$385.78

							TOTAL USER			\$74,194.73
NFIGUEROA	07/09/2024	A00279084	Watts, Cliff Holloway.	P0064734	07/03/2024	07/03/2024				\$50.00
				P0064735	07/03/2024	07/03/2024				\$600.00
		A00200712	Kern County Supt. of Schools	P0064637	07/01/2024	07/01/2024				\$343.00
				P0064639	07/01/2024	07/01/2024				\$1,200.00
	07/10/2024	A00252942	TC Federal Financial Aid Cle	P0064672	07/02/2024	07/02/2024				\$1,849.00
	07/15/2024	A00252942	TC Federal Financial Aid Cle	P0064942	07/11/2024	07/11/2024				\$264.00
	07/16/2024	A00294733	West Kern Adult Education Ne	P0064989	07/16/2024	07/16/2024				\$13,183.00
				P0064991	07/16/2024	07/16/2024				\$83,257.00
	07/22/2024	A00200419	T.C. Clearing Account	P0065026	07/17/2024	07/17/2024				\$3,577.03
				P0065027	07/17/2024	07/17/2024				\$5,972.97
		A00201737	Duran, Diana	P0064912	07/10/2024	07/10/2024				\$200.00
		A00311324	CWDL, CPAs	P0064985	07/15/2024	07/15/2024				\$23,400.00
	07/23/2024	A00200419	T.C. Clearing Account	P0065028	07/17/2024	07/17/2024				\$35,000.00
	07/24/2024	A00252942	TC Federal Financial Aid Cle	P0065103	07/24/2024	07/24/2024				\$969.00
	07/29/2024	A00200862	Taft College Bookstore	P0065104	07/24/2024	07/24/2024				\$1,345.64
				P0065105	07/24/2024	07/24/2024				\$25,000.00
	07/31/2024	A00200862	Taft College Bookstore	P0065169	07/31/2024	07/31/2024				\$74,504.00

							TOTAL USER			\$270,714.64
SCRISS	07/02/2024	A00341102	Trickey, Rafe Edward.	P0064641	07/02/2024	07/02/2024				\$10,000.00

							TOTAL USER			\$10,000.00

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
SGOMEZ	07/01/2024	A00244581	Independent Fire and Safety,	P0064516	07/01/2024	07/01/2024			\$845.00
		A00329149	WEX Bank	P0064521	07/01/2024	07/01/2024			\$470.73
		A00200508	P. G. & E.	P0064522	07/01/2024	07/01/2024			\$23,741.66
	07/03/2024	A00200282	True Value Home Center	P0064502	06/13/2024	06/13/2024			\$47.04
				P0064555	07/01/2024	07/01/2024			\$197.44
		A00315956	Orkin Pest Control	P0064603	07/01/2024	07/01/2024			\$7,180.00
07/08/2024	A00200282	True Value Home Center	P0064605	07/01/2024	07/01/2024			\$80.05	
				P0064640	07/02/2024	07/02/2024			\$48.68
		A00200327	US Air Conditioning	P0064547	07/01/2024	07/01/2024			\$1,569.63
		A00266719	Parts Town, LLC	P0064548	07/01/2024	07/01/2024			\$256.44
		A00309739	Herc Rentals Inc.	P0064595	07/01/2024	07/01/2024			\$974.85
		A00319064	T-Mobile USA Inc.	P0064569	07/01/2024	07/01/2024			\$1,443.00
				P0064570	07/01/2024	07/01/2024			\$108.51
		A00319625	General Tree Service Inc.	P0064514	07/01/2024	07/01/2024			\$3,450.00
07/09/2024	A00200063	Austin's Pest Control, Inc.	P0064759	07/08/2024	07/08/2024			\$480.00	
	A00200432	Taft Union High School	P0064753	07/08/2024	07/08/2024			\$439.27	
	A00283264	Frontier California Inc.	P0064762	07/08/2024	07/08/2024			\$88.48	
	A00329896	Living Water Treatment, Inc.	P0064783	07/08/2024	07/08/2024			\$10,680.00	
07/10/2024	A00200109	Brown & Reich Petroleum, Inc	P0064790	07/09/2024	07/09/2024			\$150.15	
	A00200282	True Value Home Center	P0064754	07/08/2024	07/08/2024			\$150.28	
	A00200355	West Kern Water District	P0064842	07/09/2024	07/09/2024			\$45.86	
	A00336205	TPx Communications	P0064839	07/09/2024	07/09/2024			\$613.32	
	A00342456	Rosales Tree & Lawn Services	P0064787	07/09/2024	07/09/2024			\$750.00	
	A00200715	Kern Electric Distributors	P0064872	07/10/2024	07/10/2024			\$41.58	
	A00285838	Sammy's Detail	P0064875	07/10/2024	07/10/2024			\$5,000.00	
	A00200662	Hobart Corporation	P0064873	07/10/2024	07/10/2024			\$4,707.40	
	A00200282	True Value Home Center	P0064755	07/08/2024	07/08/2024			\$86.64	
	A00315956	Orkin Pest Control	P0064909	07/10/2024	07/10/2024			\$7,180.00	
	A00200355	West Kern Water District	P0064856	07/09/2024	07/09/2024			\$4,427.72	
	A00285838	Sammy's Detail	P0064765	07/08/2024	07/08/2024			\$795.00	
07/11/2024	A00285838	Sammy's Detail	P0064876	07/10/2024	07/10/2024			\$2,340.00	
	A00342456	Rosales Tree & Lawn Services	P0064905	07/10/2024	07/10/2024			\$1,200.00	
	A00285838	Sammy's Detail	P0064877	07/10/2024	07/10/2024			\$1,080.00	
	A00200396	Spurr	P0064803	07/09/2024	07/09/2024			\$6,686.96	
	A00343575	Power Machinery Center	P0064894	07/10/2024	07/10/2024			\$71,751.76	
07/15/2024	A00344093	California Bat Exclusion	P0064921	07/11/2024	07/11/2024			\$9,500.00	
	A00200282	True Value Home Center	P0064891	07/10/2024	07/10/2024			\$47.04	
	A00342456	Rosales Tree & Lawn Services	P0064895	07/10/2024	07/10/2024			\$5,400.00	
				P0064897	07/10/2024	07/10/2024		\$2,400.00	
	A00200355	West Kern Water District	P0064932	07/11/2024	07/11/2024			\$152.05	
07/16/2024	A00200282	True Value Home Center	P0065001	07/16/2024	07/16/2024			\$71.46	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00201875	Amazon Capital Services	P0064990	07/16/2024	07/16/2024	\$483.57			
		A00200052	AP Architects	P0064546	07/01/2024	07/01/2024	\$5,747.50			
	07/17/2024	A00202335	Fastenal Industrial & Constr	P0064995	07/16/2024	07/16/2024	\$186.00			
		A00283199	Fork Lift Specialties, Inc.	P0064999	07/16/2024	07/16/2024	\$3,000.00			
		A00324732	Spectrum	P0064994	07/16/2024	07/16/2024	\$213.38			
		A00200487	Sierra School Equipment Co.	P0064972	07/15/2024	07/15/2024	\$211,082.11			
		A00343044	Ken W Smith Construction, In	P0064971	07/15/2024	07/15/2024	\$169,513.00			
	07/22/2024	A00200017	A.P.I. Plumbing	P0065009	07/17/2024	07/17/2024	\$150.00			
		A00203579	Alcorn Aire, Inc.	P0064969	07/15/2024	07/15/2024	\$1,475.00			
		A00284319	Fertile Earth Nursery and Ga	P0064970	07/15/2024	07/15/2024	\$141.76			
		A00327844	Baker Supplies and Repairs	P0064996	07/16/2024	07/16/2024	\$3,141.42			
		A00200063	Austin's Pest Control, Inc.	P0065019	07/17/2024	07/17/2024	\$480.00			
				P0065020	07/17/2024	07/17/2024	\$720.00			
				P0065023	07/17/2024	07/17/2024	\$7,000.00			
		A00200282	True Value Home Center	P0065031	07/18/2024	07/18/2024	\$150.39			
		A00200400	Stinson's	P0064998	07/16/2024	07/16/2024	\$3,722.93			
		A00200680	J & L Locksmithing	P0065015	07/17/2024	07/17/2024	\$284.23			
		A00280761	County of Kern Public Works	P0065033	07/18/2024	07/18/2024	\$1,500.00			
		A00318053	Technical Safety Services, L	P0065006	07/17/2024	07/17/2024	\$1,304.25			
	07/23/2024	A00201081	Westside Waste Management Co	P0065034	07/18/2024	07/18/2024	\$68,500.00			
		A00200508	P. G. & E.	P0065056	07/23/2024	07/23/2024	\$1,518.75			
		A00200508	P. G. & E.	P0065038	07/18/2024	07/18/2024	\$12,000.00			
		A00200355	West Kern Water District	P0065007	07/17/2024	07/17/2024	\$184.75			
	07/24/2024	A00244581	Independent Fire and Safety,	P0065085	07/24/2024	07/24/2024	\$3,226.39			
	07/25/2024	A00200017	A.P.I. Plumbing	P0065090	07/24/2024	07/24/2024	\$113.66			
		A00200181	City of Taft	P0065101	07/24/2024	07/24/2024	\$12,000.00			
		A00200282	True Value Home Center	P0065088	07/24/2024	07/24/2024	\$21.64			
				P0065089	07/24/2024	07/24/2024	\$77.90			
		A00224086	NICE	P0065097	07/24/2024	07/24/2024	\$745.95			
		A00200107	Charter Communications	P0065082	07/24/2024	07/24/2024	\$213.36			
		A00200508	P. G. & E.	P0065043	07/18/2024	07/18/2024	\$1,518.75			
				P0065062	07/23/2024	07/23/2024	\$71.17			
		A00336205	TPx Communications	P0065063	07/23/2024	07/23/2024	\$1,207.06			
		A00200355	West Kern Water District	P0065060	07/23/2024	07/23/2024	\$439.87			
	07/29/2024	A00200423	Taft City School District	P0065087	07/24/2024	07/24/2024	\$416.05			
		A00201122	Home Depot Credit Services	P0065109	07/25/2024	07/25/2024	\$247.85			
		A00200508	P. G. & E.	P0065084	07/24/2024	07/24/2024	\$39,455.14			
	07/30/2024	A00200282	True Value Home Center	P0065152	07/30/2024	07/30/2024	\$344.89			
		A00200355	West Kern Water District	P0065148	07/30/2024	07/30/2024	\$29,250.00			
		A00200396	Spurr	P0065141	07/30/2024	07/30/2024	\$2,032.58			
		A00200282	True Value Home Center	P0065127	07/25/2024	07/25/2024	\$89.26			

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		A00200680	J & L Locksmithing	P0065093	07/24/2024	07/24/2024				\$9.74
		A00315956	Orkin Pest Control	P0065139	07/29/2024	07/29/2024				\$211.99
	07/31/2024	A00201122	Home Depot Credit Services	P0065166	07/31/2024	07/31/2024				\$97.33

							TOTAL USER			\$760,967.62
TBLANCO	07/02/2024	A00200308	Federal Express Corporation	P0064670	06/30/2024	06/30/2024				\$69.73
	07/08/2024	A00200360	Westec	P0064645	07/02/2024	07/02/2024				\$71,715.00
	07/09/2024	A00200043	American Express	P0064799	06/30/2024	06/30/2024				\$11,838.92
		A00330330	Hampton, Todd	P0064835	07/09/2024	07/09/2024				\$843.05
		A00200272	Total Compensation Systems I	P0064644	07/02/2024	07/02/2024				\$3,330.00
	07/10/2024	A00200308	Federal Express Corporation	P0064896	07/10/2024	07/10/2024				\$69.73
		A00200043	American Express	P0064899	07/10/2024	07/10/2024				\$11,838.92
	07/11/2024	A00200308	Federal Express Corporation	P0064906	07/10/2024	07/10/2024				\$88.11
	07/16/2024	A00200293	United Parcel Service	P0064922	07/11/2024	07/11/2024				\$1,294.66
		A00344094	Schools Excess Liability Fun	P0064992	07/16/2024	07/16/2024				\$12,350.96
		A00263777	SWACC	P0064983	07/15/2024	07/15/2024				\$151,572.00
	07/17/2024	A00200360	Westec	P0065002	07/16/2024	07/16/2024				\$37,642.50
	07/22/2024	A00200498	Office Depot	P0064979	07/15/2024	07/15/2024				\$341.07
		A00341240	PlanetBids, LLC	P0065029	07/17/2024	07/17/2024				\$10,150.00
		A00200498	Office Depot	P0064988	07/16/2024	07/16/2024				\$270.98
	07/23/2024	A00266450	USBank	P0065000	07/16/2024	07/16/2024				\$371,981.26
	07/31/2024	A00200043	American Express	P0065163	07/31/2024	07/31/2024				\$28,267.46

							TOTAL USER			\$713,664.35
TROWDEN	07/11/2024	A00319064	T-Mobile USA Inc.	P0064886	07/10/2024	07/10/2024				\$29.43
				P0064888	07/10/2024	07/10/2024				\$353.16
		A00200028	ACHRO/EEO Treasurer	P0064936	07/11/2024	07/11/2024				\$450.00
		A00306660	Advanced Data Storage, Inc.	P0064939	07/11/2024	07/11/2024				\$1,412.88
				P0064940	07/11/2024	07/11/2024				\$117.74
		A00342190	Transcend Consulting Group,	P0064926	07/11/2024	07/11/2024				\$21,899.00
		A00344038	Ackley, Julie	P0064804	07/09/2024	07/09/2024				\$750.00
	07/15/2024	A00200182	City of Taft Police Departme	P0064934	07/11/2024	07/11/2024				\$90.00
		A00200707	Keenan & Associates	P0064941	07/11/2024	07/11/2024				\$20,000.00
	07/17/2024	A00243587	United Healthcare Insurance	P0064931	07/11/2024	07/11/2024				\$298,401.24
		A00243588	AARP Health Care Options	P0064933	07/11/2024	07/11/2024				\$282,433.32
	07/22/2024	A00262852	Altenhofel, Kevin	P0065017	07/17/2024	07/17/2024				\$811.78
	07/23/2024	A00201787	Standard Insurance Company	P0065037	07/18/2024	07/18/2024				\$24,000.00

							TOTAL USER			\$650,748.55

**West Kern Community College District
Board of Trustees Meeting
August 14, 2024**

A. Academic Employment

1. NTT Faculty Assignments

Item	Name	Assignment	Rate	Effective Date
a.	Cotto, Apolonia	Counselor (EOPS/CalWORKS/NextUp)	\$7,746.33	7/16/2024

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Cahoon, Nathan	Extra Duty: Math AB 1705 Coordinator and Team Lead	\$1,500.00	7/24/2024
b.	Getty, Shelley	Extra Duty: Math 2100 Calculus Co-Requisite Team Lead	\$1,500.00	7/23/2024

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Agundez, Adrian	CIS 2020	\$88.70	08/26/2024-12/20/2024
b.	Aycock, Bette	DNTL 1511, 1514	\$88.70	08/26/2024-12/20/2024
c.	Brennan, Sean	GEOG 1510	\$88.70	08/26/2024-12/20/2024
d.	Burnham, Kyle	MUSC 1510	\$88.70	08/26/2024-12/20/2024
e.	Cahoon, Marni	MATH 1540	\$88.70	08/26/2024-12/20/2024
f.	Chairez, Yvonne	DNTL 2134	\$88.70	08/26/2024-12/20/2024
g.	Conners, April	BIOL 1500, 1510	\$88.70	08/26/2024-12/20/2024
h.	Cottrell, Angela	BUSN 1500	\$88.70	10/07/2024-12/20/2024
i.	Cottrell, Angela	MGMT 1535, 1540, 1565	\$88.70	10/07/2024-11/15/2024
j.	Curtis, Craig	WELD 1500	\$88.70	08/26/2024-12/20/2024
k.	Cutrona, Angelo	PHED 1511, 1523, 1623, 1723, 1823, 2511	\$88.70	08/26/2024-12/20/2024
l.	Davis, Terry	ENER 1510, 1530	\$88.70	08/26/2024-12/20/2024
m.	Dimayuga, Anna	ART 1800, 1811	\$88.70	08/26/2024-12/20/2024
n.	Dimayuga, Anna	ARTH 1510	\$88.70	10/07/2024-12/20/2024
o.	Dodson, Rebecca	DNTL 1514, 2134	\$88.70	08/26/2024-12/20/2024
p.	Durkan, Jana	MGMT 1505, 1510, 1515, 1530, 1570	\$88.70	08/26/2024-12/20/2024
q.	Echeverria, Amy	DRAM 1510	\$88.70	08/26/2024-12/20/2024
r.	Enciso, Rigoberto	OSH 2061	\$88.70	08/26/2024-10/18/2024
s.	Fariss, Jeff	HLED 1531, 1535	\$88.70	08/26/2024-12/20/2024
t.	Faulconer, Lori	DNTL 2134	\$88.70	08/26/2024-12/20/2024
u.	Ferguson, Bruce	HLED 1541	\$88.70	08/26/2024-12/20/2024

v.	Ferguson, Bruce	PHED 1646, 2146	\$88.70	08/26/2024-12/12/2024
w	Gee, Steven	PHED 1523, 1623, 1723, 1823	\$88.70	08/26/2024-12/20/2024
x.	Golling, Leigh	DRAM 1535	\$88.70	08/26/2024-12/20/2024
y.	Gomez, Jocelyn	ETHN 1510	\$88.70	08/26/2024-12/20/2024
z.	Goodman, Daniel	CIS 1532	\$88.70	10/21/2024-12/12/2024
aa.	Hall, Daniel	CIS 1902	\$88.70	10/21/2024-12/12/2024
bb.	Hickman, Ryan	BIOL 2370	\$88.70	08/26/2024-12/20/2024
cc.	Kashani, Tony	HUM 1500, 2010	\$88.70	08/26/2024-12/20/2024
dd.	Kern, Simon	COMM 1511	\$88.70	08/26/2024-12/20/2024
ee.	Kieffer, Candice	Adjunct Faculty: Dental Hygiene Baccalaureate Program	\$88.70	08/26/2024-12/20/2025
ff.	Lagmay, Romeo	PHED 1508, 1523, 1623, 1723, 1734, 1823, 2508, 2734	\$88.70	08/26/2024-12/20/2024
gg.	Lane, David	BUSN 1051, 2280	\$88.70	08/26/2024-12/20/2024
hh.	Leonzo, Hector	MATH 1500	\$88.70	08/26/2024-12/20/2024
ii.	Lidgett, Nick	HLED 1531, 1535	\$88.70	08/26/2024-12/20/2024
jj.	Lohman, Benjamin	COMM 1510	\$88.70	08/26/2024-12/20/2024
kk.	Martin, Lyle	PHED 1510, 1523, 1623, 1723, 1823, 2510	\$88.70	08/26/2024-12/20/2024
ll.	McDaniel, Steven	COMM 1511	\$88.70	08/26/2024-12/20/2024
mm.	Medina, Christopher	PSYC 1500	\$79.08	08/26/2024-12/20/2024
nn.	Montelongo, Maribel	SPAN 1601	\$88.70	10/07/2024-12/20/2024
oo.	Nunez, Joseph	DNTL 2134	\$88.70	08/26/2024-12/20/2024
pp.	Osdale, Mark	COMM 1511	\$88.70	10/21/2024-12/12/2024
qq.	Payne Aarron	WELD 1520, 1560	\$88.70	08/26/2024-12/20/2024
rr.	Payne, Bryan	WELD 1500, 1520	\$88.70	08/26/2024-12/20/2024
ss.	Reed, Nyoka	ART 1500, 1600, 1620	\$88.70	08/26/2024-12/20/2024
tt.	Ruff, Mandy	BSAD 2220	\$88.70	08/26/2024-12/20/2024
uu.	Salinas, Mario	OSH 1552	\$88.70	10/21/2024-12/12/2024
vv.	Schoneweis, Caroline	COMM 1511	\$88.70	08/26/2024-12/20/2024
ww.	Sheibani, Shahrzad	BUSN 2275	\$88.70	08/26/2024-12/20/2024
xx.	Sicari, Chad	OSH 1500, 1532	\$88.70	08/26/2024-12/20/2024
yy.	Smith, Gaysha	ART 1500	\$88.70	10/07/2024-12/20/2024
zz.	Smith, Gaysha	ARTH 1510, 2030	\$88.70	08/26/2024-12/20/2024
aaa.	Tadros, Tarek	Adjunct Faculty: Dental Hygiene - Supervising Dentist	\$88.70	08/26/2024-12/20/2024
bbb.	Taibjee, Sukena	LIBR 1548	\$88.70	08/26/2024-12/20/2024
ccc.	Vallejo, Benigno	HLED 1541, 1543	\$88.70	08/26/2024-12/20/2024
ddd.	Walker, Charles	DNTL 2134	\$88.70	08/26/2024-12/20/2024
eee.	Walters, Daniel	Adjunct Faculty: Head Men's Golf Coach	\$88.70	08/26/2024-12/20/2024
fff.	Ward, Kelly	DNTL 1514	\$88.70	08/26/2024-12/20/2024
ggg.	Webster, Stephanie	BIOL, 2265	\$88.70	08/26/2024-12/20/2024
hhh.	White, Marisol	SOC 1510	\$88.70	08/26/2024-12/20/2024

iii.	Wymore, David	ADMJ 1501	\$88.70	08/26/2024-12/20/2024
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4. Coaching Assignments

Item	Name	Assignment	Stipend Amount	Effective Date
a.	Gee, Steven	Assistant Baseball Coach-Spring	\$6,126.27	01/20/2025-05/23/2025
b.	Gee, Steven	Assistant Baseball Coach-Fall	\$3,063.14	08/26/2024-12/20/2024
c.	Clark III, Leslie	Assistant Baseball Coach-Spring	\$3,063.14	01/20/2025-05/23/2025
d.	Clark III, Leslie	Assistant Baseball Coach-Fall	\$1,531.57	08/26/2024-12/20/2024
e.	Gutierrez, Fabian	Assistant Baseball Coach-Spring	\$5,513.65	01/20/2025-05/23/2025
f.	Gutierrez, Fabian	Assistant Baseball Coach-Fall	\$2,756.83	08/26/2024-12/20/2024
g.	Martin, Katie	Assistant Women's Soccer Coach-Fall	\$5,513.65	08/26/2024-12/20/2024
h.	Martin, Katie	Assistant Women's Soccer Coach-Spring	\$2,756.83	01/20/2025-05/23/2025
i.	Velazquez, Ernesto	Assistant Men's Soccer Coach-Fall	\$5,513.65	08/26/2024-12/20/2024
j.	Velazquez, Ernesto	Assistant Men's Soccer Coach-Spring	\$2,756.83	01/20/2025-05/23/2025
k.	Sanchez, Valentine	Assistant Men's Soccer Coach-Fall	\$3,063.14	08/26/2024-12/20/2024
l.	Sanchez, Valentine	Assistant Men's Soccer Coach-Spring	\$1,531.57	01/20/2025-05/23/2025
m.	Gonzalez, Roberto	Assistant Men's Soccer Coach-Fall	\$3,063.14	08/26/2024-12/20/2024
n.	Gonzalez, Roberto	Assistant Men's Soccer Coach-Spring	\$1,531.57	01/20/2025-05/23/2025
o.	Delaney, John	Assistant Men's Soccer Coach-Fall	\$6,126.77	08/26/2024-12/20/2024
p.	Delaney, John	Assistant Men's Soccer Coach-Spring	\$3,063.14	01/20/2025-05/23/2025
q.	Holguin, Alexander	Assistant Softball Coach-Spring	\$5,513.65	01/20/2025-05/23/2025
r.	Holguin, Alexander	Assistant Softball Coach-Fall	\$2,756.83	08/26/2024-12/20/2024
s.	Kristinmarie Everett	Assistant Women's Basketball-Fall	\$5,207.33	08/26/2024-12/20/2024
t.	Kristinmarie Everett	Assistant Women's Basketball-Spring	\$2,603.67	01/20/2025-05/23/2025
u.	Lagmay, Jr., Romeo	Head Women's Golf Coach-80%-Fall	\$12,062.81	08/26/2024-12/20/2024
v.	Lagmay, Jr., Romeo	Head Women's Golf Coach-Spring	\$3,632.85	01/20/2025-05/23/2025
w.	Walters, Daniel	Head Women's Golf Coach-20%-Fall	\$3,015.70	08/26/2024-12/20/2024
x.	Walters, Daniel	Head Men's Golf Coach-Fall	\$15,078.51	08/26/2021-12/20/2024
y.	Walters, Daniel	Head Men's Golf Coach-Spring	\$3,632.85	01/20/2025-05/23/2025



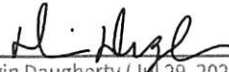
Instructor	Course	Effective Date	Pay Rate
Agundez, Adrian	CIS 2020	26-AUG-2024/20-DEC-2024	\$88.70
Aycock, Bette	DNTL 1511	26-AUG-2024/20-DEC-2024	\$88.70
Aycock, Bette	DNTL 1514	26-AUG-2024/20-DEC-2024	\$88.70
Brennan, Sean	GEOG 1510	26-AUG-2024/20-DEC-2024	\$88.70
Brennan, Sean	GEOG 1510	26-AUG-2024/20-DEC-2024	\$88.70
Burnham, Kyle	MUSC 1510	26-AUG-2024/20-DEC-2024	\$88.70
Burnham, Kyle	MUSC 1510	26-AUG-2024/20-DEC-2024	\$88.70
Burnham, Kyle	MUSC 1510	07-OCT-2024/20-DEC-2024	\$88.70
Cahoon, Marni	MATH 1540	26-AUG-2024/20-DEC-2024	\$88.70
Chairez, Yvonne	DNTL 2134	26-AUG-2024/20-DEC-2024	\$88.70
Connors, April	BIOL 1500	26-AUG-2024/20-DEC-2024	\$88.70
Connors, April	BIOL 1510	26-AUG-2024/20-DEC-2024	\$88.70
Cottrell, Angela	BUSN 1500	07-OCT-2024/20-DEC-2024	\$88.70
Cottrell, Angela	MGMT 1535	07-OCT-2024/18-OCT-2024	\$88.70
Cottrell, Angela	MGMT 1540	21-OCT-2024/01-NOV-2024	\$88.70
Cottrell, Angela	MGMT 1565	04-NOV-2024/15-NOV-2024	\$88.70
Curtis, Craig	WELD 1500	26-AUG-2024/20-DEC-2024	\$88.70
Curtis, Craig	WELD 1500	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 1511	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Cutrona, Angelo	PHED 2511	26-AUG-2024/20-DEC-2024	\$88.70
Davis, Terry	ENER 1510	26-AUG-2024/20-DEC-2024	\$88.70
Davis, Terry	ENER 1530	26-AUG-2024/20-DEC-2024	\$88.70
Dimayuga, Anna	ART 1800	26-AUG-2024/20-DEC-2024	\$88.70
Dimayuga, Anna	ART 1811	26-AUG-2024/20-DEC-2024	\$88.70
Dimayuga, Anna	ARTH 1510	07-OCT-2024/20-DEC-2024	\$88.70
Dodson, Rebecca	DNTL 1514	26-AUG-2024/20-DEC-2024	\$88.70
Dodson, Rebecca	DNTL 2134	26-AUG-2024/20-DEC-2024	\$88.70
Durkan, Jana	MGMT 1505	26-AUG-2024/20-DEC-2024	\$88.70
Durkan, Jana	MGMT 1510	26-AUG-2024/06-SEP-2024	\$88.70
Durkan, Jana	MGMT 1515	09-SEP-2024/20-SEP-2024	\$88.70
Durkan, Jana	MGMT 1530	23-SEP-2024/04-OCT-2024	\$88.70
Durkan, Jana	MGMT 1570	02-DEC-2024/13-DEC-2024	\$88.70
Echeverria, Amy	DRAM 1510	26-AUG-2024/20-DEC-2024	\$88.70
Enciso, Rigoberto	OSH 2061	26-AUG-2024/18-OCT-2024	\$88.70
Fariss, Jeff	HLED 1531	26-AUG-2024/20-DEC-2024	\$88.70
Fariss, Jeff	HLED 1535	26-AUG-2024/20-DEC-2024	\$88.70
Falconer, Lori	DNTL 2134	26-AUG-2024/20-DEC-2024	\$88.70
Ferguson, Bruce	HLED 1541	26-AUG-2024/20-DEC-2024	\$88.70
Ferguson, Bruce	HLED 1541	26-AUG-2024/20-DEC-2024	\$88.70
Ferguson, Bruce	PHED 1646	26-AUG-2024/18-OCT-2024	\$88.70
Ferguson, Bruce	PHED 2146	21-OCT-2024/12-DEC-2024	\$88.70
Gee, Steven	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70



Instructor	Course	Effective Date	Pay Rate
Gee, Steven	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Gee, Steven	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Golling, Leigh	DRAM 1535	26-AUG-2024/20-DEC-2024	\$88.70
Golling, Leigh	DRAM 1535	26-AUG-2024/20-DEC-2024	\$88.70
Golling, Leigh	DRAM 1535	26-AUG-2024/20-DEC-2024	\$88.70
Gomez, Jocelyn	ETHN 1510	26-AUG-2024/20-DEC-2024	\$88.70
Goodman, Daniel	CIS 1532	21-OCT-2024/12-DEC-2024	\$88.70
Hall, Daniel	CIS 1902	21-OCT-2024/12-DEC-2024	\$88.70
Hickman, Ryan	BIOL 2370	26-AUG-2024/20-DEC-2024	\$88.70
Hickman, Ryan	BIOL 2370	07-OCT-2024/20-DEC-2024	\$88.70
Kashani, Tony	HUM 1500	26-AUG-2024/20-DEC-2024	\$88.70
Kashani, Tony	HUM 2010	26-AUG-2024/20-DEC-2024	\$88.70
Kern, Simon	COMM 1511	07-OCT-2024/20-DEC-2024	\$88.70
Kern, Simon	COMM 1511	26-AUG-2024/20-DEC-2024	\$88.70
Lagmay, Romeo	PHED 1508	21-OCT-2024/12-DEC-2024	\$88.70
Lagmay, Romeo	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70
Lagmay, Romeo	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Lagmay, Romeo	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Lagmay, Romeo	PHED 1734	26-AUG-2024/18-OCT-2024	\$88.70
Lagmay, Romeo	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Lagmay, Romeo	PHED 2508	21-OCT-2024/12-DEC-2024	\$88.70
Lagmay, Romeo	PHED 2734	26-AUG-2024/18-OCT-2024	\$88.70
Layne, David	BUSN 1051	26-AUG-2024/20-DEC-2024	\$88.70
Layne, David	BUSN 2280	26-AUG-2024/20-DEC-2024	\$88.70
Leonzo, Hector	MATH 1500	26-AUG-2024/20-DEC-2024	\$88.70
Lidgett, Nick	HLED 1531	26-AUG-2024/20-DEC-2024	\$88.70
Lidgett, Nick	HLED 1535	26-AUG-2024/20-DEC-2024	\$88.70
Lohman, Benjamin	COMM 1510	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 1510	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 1523	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 1623	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 1723	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 1823	26-AUG-2024/20-DEC-2024	\$88.70
Martin, Lyle	PHED 2510	26-AUG-2024/20-DEC-2024	\$88.70
McDaniel, Steven	COMM 1511	26-AUG-2024/20-DEC-2024	\$88.70
McDaniel, Steven	COMM 1511	26-AUG-2024/20-DEC-2024	\$88.70
McDaniel, Steven	COMM 1511	26-AUG-2024/20-DEC-2024	\$88.70



Instructor	Course	Effective Date	Pay Rate
Medina, Christopher	PSYC 1500	26-AUG-2024/20-DEC-2024	\$79.08
Montelongo, Maribel	SPAN 1601	07-OCT-2024/20-DEC-2024	\$88.70
Nunez, Joseph	DNTL 2134	26-AUG-2024/20-DEC-2024	\$88.70
Osdale, Mark	COMM 1511	21-OCT-2024/12-DEC-2024	\$88.70
Osdale, Mark	COMM 1511	21-OCT-2024/12-DEC-2024	\$88.70
Payne, Aarron	WELD 1520	26-AUG-2024/20-DEC-2024	\$88.70
Payne, Aarron	WELD 1560	26-AUG-2024/20-DEC-2024	\$88.70
Payne, Bryan	WELD 1500	26-AUG-2024/20-DEC-2024	\$88.70
Payne, Bryan	WELD 1520	26-AUG-2024/20-DEC-2024	\$88.70
Reed, Nyoka	ART 1500	26-AUG-2024/20-DEC-2024	\$88.70
Reed, Nyoka	ART 1600	26-AUG-2024/20-DEC-2024	\$88.70
Reed, Nyoka	ART 1600	26-AUG-2024/20-DEC-2024	\$88.70
Reed, Nyoka	ART 1620	26-AUG-2024/20-DEC-2024	\$88.70
Reed, Nyoka	ART 1620	26-AUG-2024/20-DEC-2024	\$88.70
Ruff, Mandy	BSAD 2220	26-AUG-2024/20-DEC-2024	\$88.70
Salinas, Mario	OSH 1552	21-OCT-2024/12-DEC-2024	\$88.70
Schoneweis, Caroline	COMM 1511	26-AUG-2024/20-DEC-2024	\$88.70
Sheibani, Shahrzad	BUSN 2275	26-AUG-2024/20-DEC-2024	\$88.70
Sicari, Chad	OSH 1500	26-AUG-2024/20-DEC-2024	\$88.70
Sicari, Chad	OSH 1532	26-AUG-2024/20-DEC-2024	\$88.70
Smith, Gaysha	ART 1500	07-OCT-2024/20-DEC-2024	\$88.70
Smith, Gaysha	ARTH 1510	26-AUG-2024/20-DEC-2024	\$88.70
Smith, Gaysha	ARTH 2030	26-AUG-2024/20-DEC-2024	\$88.70
Taibjee, Sukena	LIBR 1548	07-OCT-2024/20-DEC-2024	\$88.70
Taibjee, Sukena	LIBR 1548	07-OCT-2024/20-DEC-2024	\$88.70
Taibjee, Sukena	LIBR 1548	26-AUG-2024/20-DEC-2024	\$88.70
Vallejo, Benigno	HLED 1541	07-OCT-2024/20-DEC-2024	\$88.70
Vallejo, Benigno	HLED 1543	26-AUG-2024/20-DEC-2024	\$88.70
Walker, Charles	DNTL 2134	26-AUG-2024/20-DEC-2024	\$88.70
Ward, Kelly	DNTL 1514	26-AUG-2024/20-DEC-2024	\$88.70
Webster, Stephanie	BIOL 2265	26-AUG-2024/20-DEC-2024	\$88.70
White, Marisol	SOC 1510	26-AUG-2024/20-DEC-2024	\$88.70
White, Marisol	SOC 1510	26-AUG-2024/20-DEC-2024	\$88.70
Wymore, Dave	ADMJ 1501	26-AUG-2024/20-DEC-2024	\$88.70


 Devin Daugherty (Jul 29, 2024 11:20 PDT)
 Dean of Instruction & CTE

Jul 29, 2024

Date


 Vice President of Instruction

Jul 29, 2024

Date

**West Kern Community College District
Board of Trustees Meeting
August 14, 2024**

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Ball, Alyssa	Substitute Food Service Worker	7/A	N/A	\$19.67	7/23/2024
b.	Dagnino, Miriam	Temporary Cashier II	23/A	N/A	\$27.18	7/30/2024
c.	Hernandes, Julian	Counseling Center Technician II	20/C	100.0%	\$27.82	7/16/2024
d.	Jimenez, Jose	Substitute Food Service Worker	7/A	N/A	\$19.67	7/30/2024
e.	Matthews, Michelle	Dental Hygiene Clinic Coordinator	28/E	100.0%	\$37.37	7/1/2024
f.	Meason, Codie	Direct Support Aid	1/A	47.5%	\$17.29	8/5/2024
g.	Mendoza, Dayanara	Substitute Food Service Worker	7/A	N/A	\$19.67	8/12/2024
h.	Mizener, Jada	Temporary Bookstore Clerk	1/A	N/A	\$17.29	7/22/2024
i.	Montoya, Raul	Direct Support Aid	1/A	47.5%	\$17.29	7/29/2024
j.	Ramirez, Alexis	Lead Direct Support Coordinator	15/C	100.0%	\$24.59	8/1/2024
k.	Stearman, Keith	Skilled Maintenance Worker	25/A	100.0%	\$28.55	7/16/2024
l.	Wise, Orion	Tutor of Math and Science	18/D	70.0%	\$27.81	7/1/2024

2. Administration

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Campos, Emmanuel	Interim Vice President of Student Services	26/2	100.0%	\$176,663.00	7/22/2024

3. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	White, Jessica	Interim Executive Assistant to the Vice President of Human Resources	10/2	100.0%	\$6744.25/Monthly	7/15/2024

**West Kern Community College District
Board of Trustees Meeting
August 14, 2024**

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date

2. Classified

Item	Name	Position	Retired?	Effective Date
a.	Delaney, John	Campus Safety & Security Officer	No	8/15/2024

3. Administration

Item	Name	Position	Retired?	Effective Date

4. Confidential

Item	Name	Position	Status	Effective Date

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2024-2025
 FOR THE MONTH ENDING JULY 31, 2024**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	28,251,850	28,251,850	1,857,101	0	26,394,749
8800	Local Revenues	8,359,925	8,359,925	0	0	8,359,925
8900	Other Financing Sources	0	0	0	0	0
Summary		\$ 36,611,775	\$ 36,611,775	\$ 1,857,101	\$ -	\$ 34,754,674

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2024-2025
 For the Month Ending July 31, 2024**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	11,651,684	11,427,156	521,330	0	10,905,826
2000	Classified & Other Nonacademic Sala	7,013,801	7,239,929	537,059	0	6,702,870
3000	Employee Benefits	10,468,079	10,468,079	525,146	506,715	9,436,217
4000	Supplies and Materials	498,002	492,897	7,839	33,757	451,301
5000	Other Operating Expenses & Services	5,131,171	5,134,676	473,842	479,843	4,180,992
6000	Capital Outlay	617,107	617,107	912	4,667	611,528
7000	Other Outgo	111,000	111,000	264	0	110,736
7200	Transfers	1,120,931	1,120,931	0	0	1,120,931
		\$ 36,611,775	\$ 36,611,775	\$ 2,066,392	\$ 1,024,982	\$ 33,520,401

**Disbursement Register of Expenditures Greater than \$10,000
for the Month of July 2024**

Check Number	Check Date	Vendor Name	Description	Net Amount
78070054	07/02/2024	P. G. & E.	P.G.E.- District 2023/2024 June July statement	23,741.65
78070052	07/02/2024	Collaborative Braintrust Consulting Firm	Services Rendered - Educational Master Plan	31,680.00
78070075	07/10/2024	Sysco Food Service of Ventura	Food Supplies for June 2024	16,560.06
78070061	07/10/2024	American General Media	Remainder of contract July & August 2024	20,000.00
78070140	07/16/2024	American Express	AMEX June 23/24 Charges	11,838.92
78070150	07/16/2024	Ellucian CampusLogic, Inc.	CampusCommunicator with CampusMetrics	26,460.00
78070187	07/16/2024	Westec	Westec 24/25 Contract Fees	71,715.00
78070169	07/16/2024	Power Machinery Center	Power Machinery- Club Car Carryall 4 carts 23/24	71,751.77
78070192	07/22/2024	Benco Dental Supply Co.	Clinic handpieces	19,570.91
78070255	07/25/2024	Honorlock Inc.	Annual Service Charge for HonorLock Fall 2024	10,000.00
78070253	07/25/2024	Great River Learning	Textbooks	16,779.00
78070232	07/25/2024	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	23,117.46
78070232	07/25/2024	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	23,364.13
78070279	07/25/2024	United Healthcare Insurance Company	2024-25 District Paid Retiree Supp RX Plan	24,866.77
78070279	07/25/2024	United Healthcare Insurance Company	2024-25 District Paid Retiree Supp RX Plan	24,866.77
78070244	07/25/2024	Community College League of California	CCLC All Databases	32,410.00
78070262	07/25/2024	Modern Campus USA, Inc.	Re-Issue for lost check; INV#013578	36,550.00
78070246	07/25/2024	Dell Marketing LP	Laptops for Dental Hygiene Clinic	38,663.92
78070271	07/25/2024	Student Insurance	8/1/24-7/31/25` `	67,837.00
78070312	07/30/2024	Schools Excess Liability Fund	Inv. #AB218_1563867-A2 & A3 23/24 & 24/25	12,350.96
78070320	07/30/2024	Westec	WESTEC 24/25 Contract Fees-Inv. #28961	37,642.50
78070307	07/30/2024	P. G. & E.	PG&E - District 23/24	39,455.14
				681,221.96

ASO Balance Sheet

As of July 31, 2024

Jul 31, 24

ASSETS

Current Assets

Checking/Savings

ASO Safe1 175,718.50

ASO Safe1 - Savings 144.04

Total Checking/Savings 175,862.54

Total Current Assets 175,862.54

TOTAL ASSETS 175,862.54

Restricted Funds

Anime and Above 1,692.00

Art Club 834.00

ASO General - Operating 44,895.32

ASSE 385.43

Athletics 51,745.71

Baseball Club 1,506.04

Best Buddies 4,579.86

Circle K Club 329.00

Cougar Echo 773.50

DH Class of 2024 0.00

DH Class of 2025 697.20

DH Club General 533.97

ECE 2,598.99

Golf Club Mens 422.54

Golf Club Womens 1,121.25

Intersivity Club 1,543.19

Literary Club 1,831.53

NSLS Club 3,128.22

Performing Arts 2,402.62

Roleplaying Game Club 745.42

Soccer Club - Mens 12,086.09

Soccer Club - Womens 8.16

Social Science/ Research 21.47

Softball Club 2,121.79

Spectrum 1,482.45

STEM 1,525.76

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 30,128.36

Veterans Club 1,639.91

Women's Athletic Club 945.32

Women's Basketball Club 2,066.71

Total Restricted Funds 175,862.54

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jul 01, 2024 07:30:24AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 636362

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 **\$239,281.27**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Non-Prop 20	84096	0886	5490	\$117,825.16	\$117,825.16
Prop 20	84097	0886	5490	\$121,456.11	\$121,456.11

TOTAL DEPOSIT: **\$239,281.27**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$239,281.27 CREDIT CARD: \$0.00
 NOTES: Deposit #250001

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: 250001 To 250001
 Date entered from: 00/00/0000 To 99/99/9999

J80470 DC0100 L.00.01 07/01/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250001	07/01/2024	07/01/2024	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Non-Prop	20	11477-000-8681-00000	117,825.16	N
2.	78	Prop	20	12477-000-8681-00000	121,456.11	N
				TOTAL AMOUNT	239,281.27	*
				DISTRICT TOTAL	239,281.27	**
				GRAND TOTAL	239,281.27	***

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

USER NAME
Jessica White
SUBMIT DATE
Jul 11, 2024 11:18:42AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO. 0886
EROD NO. 637118

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 \$3,428.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts	84096	0886	5490	\$3,428.00	\$3,428.00

TOTAL DEPOSIT: \$3,428.00

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,428.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250002

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: 250002 To 250002
Date entered from: 00/00/0000 To 99/99/9999

J86848 DC0100 L.00.01 07/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250002	07/11/2024	07/11/2024	WKCCD DEPOSIT			
1.	78	Student Receipts		11000-000-9161-00000		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	3,428.00	N
					3,428.00	*
				DISTRICT TOTAL	3,428.00	**
				GRAND TOTAL	3,428.00	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jul 11, 2024 11:31:50AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO. 0886
 EROD NO. 637121

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 \$36,085.91

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE SALES	84698	0886	5490	\$36,085.91	\$36,085.91

TOTAL DEPOSIT: \$36,085.91

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$36,085.91 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #250003

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: 250003 To 250003
Date entered from: 00/00/0000 To 99/99/9999

J86856 DC0100 L.00.01 07/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250003	07/11/2024	07/11/2024	WKCCD DEPOSIT			
1.	78	Bookstore Sales		31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	36,085.91	N
					36,085.91	*
				DISTRICT TOTAL	36,085.91	**
				GRAND TOTAL	36,085.91	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jul 11, 2024 11:53:05AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 637122

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 **\$94,783.23**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$45,732.18	\$45,732.18
RESTRICTED FUND	84097	0886	5490	\$29,807.80	\$29,807.80
CHILD DEVELOPMENT	84496	0886	5490	\$18,229.00	\$18,229.00
CAFETERIA	84699	0886	5490	\$1,014.25	\$1,014.25

TOTAL DEPOSIT: **\$94,783.23**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$94,783.23 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250004

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: 250004 To 250004
Date entered from: 00/00/0000 To 99/99/9999

J86876 DC0100 L.00.01 07/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250004	07/11/2024	07/11/2024	WKCCD DEPOSIT	ENTERED BY: JRWB UNAPPROVED		
1.	78	Insurance Reimbursements		11000-412-8876-67300	1,031.73	N
2.	78	West Kern OPEB		11000-412-5990-73900	44,500.00	N
3.	78	Transcript Fees		11000-000-8879-00000	200.45	N
4.	78	ECEFS Adult Supervision Course		12925-228-8892-00000	1,585.00	N
5.	78	Library Funds		12201-203-8892-61200	186.80	N
6.	78	EOPS Meal Money Return		12000-303-5730-64300	36.00	N
7.	78	MESA Program		12620-227-8629-61900	28,000.00	N
8.	78	Cafeteria Sales		32000-422-8841-69400	1,014.25	N
9.	78	CC State Preschool		33528-310-8621-69200	18,229.00	N
				TOTAL AMOUNT	94,783.23	*
				DISTRICT TOTAL	94,783.23	**
				GRAND TOTAL	94,783.23	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jul 24, 2024 03:49:56PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 638066

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 \$89,146.86

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Credit Card Receipts	84096	0886	5490	\$89,056.86	\$89,056.86
Credit Card Receipts	84697	0886	5490	\$90.00	\$90.00

TOTAL DEPOSIT: \$89,146.86

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$89,146.86 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #25005

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

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

CC Don't enter

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 250005 To 250005
 Date entered from: 00/00/0000 To 99/99/9999

J94440 DC0100 L.00.01 07/24/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250005	07/24/2024	07/24/2024	WKCCD Deposit			
1.	78	Enrollment		11000-000-9161-00000	88,668.66	N
2.	78	TIL Awards		39000-314-4310-64991	90.00	N
3.	78	Key Card Replacement		11000-113-4310-67801	10.00	N
4.	78	Reimbursement		11000-301-5710-64500	378.20	N
TOTAL AMOUNT					89,146.86	*
DISTRICT TOTAL					89,146.86	**
GRAND TOTAL					89,146.86	***

ENTERED BY: JRWB UNAPPROVED

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

USER NAME
Jessica White
SUBMIT DATE
Jul 25, 2024 02:09:54PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
638146

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 \$8,195.28

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts	84096	0886	5490	\$8,195.28	\$8,195.28

TOTAL DEPOSIT: \$8,195.28

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,195.28 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250007

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

J94994 DC0100 L.00.01 07/25/24 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250007 To 250007
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250007	07/25/2024	07/25/2024	WKCCD Deposit			
1.	78	Student Receipts		11000-000-9161-00000	8,195.28	N
					TOTAL AMOUNT	8,195.28 *
					DISTRICT TOTAL	8,195.28 **
					GRAND TOTAL	8,195.28 ***

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

USER NAME
Jessica White
SUBMIT DATE
Jul 25, 2024 02:13:32PM

PROCESS DATE
**NOT PROCESSED AT
THIS TIME**

DEPT NO.
0886

EROD NO.
638148

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 **\$650.93**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales	84698	0886	5490	\$650.93	\$650.93

TOTAL DEPOSIT: **\$650.93**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$650.93 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #25008

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

J94999 DC0100 L.00.01 07/25/24 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250008 To 250008
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250008	07/25/2024	07/25/2024	WKCCD Deposit			
1.	78	Bookstore Sales	7/11-7/24/24	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	650.93	N
					650.93	*
				DISTRICT TOTAL	650.93	**
				GRAND TOTAL	650.93	***

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

USER NAME
Jessica White
 SUBMIT DATE
Jul 25, 2024 02:20:39PM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 EROD NO.
638149

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$24,456.67**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,062.97	\$1,062.97
RESTRICTED FUND	84097	0886	5490	\$22,192.70	\$22,192.70
CAFETERIA	84699	0886	5490	\$1,201.00	\$1,201.00

TOTAL DEPOSIT: **\$24,456.67**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,456.67 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #250009

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

J95009 DC0100 L.00.01 07/25/24 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 250009 To 250009
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250009	07/25/2024	07/25/2024	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Insurance Reimbursements		11000-412-8876-67300	778.69	N
2.	78	Retained FA		11000-000-9526-00000	250.00	N
3.	78	Court Restitution		11000-000-8985-00000	34.28	N
4.	78	Dental Hygiene Clinic Continue		12652-205-8892-12042	1,250.00	N
5.	78	Foundation Salaries		12000-114-8892-70999	20,942.70	N
6.	78	Cafeteria Sales		32000-422-8841-69400	1,201.00	N
				TOTAL AMOUNT	24,456.67	*
				DISTRICT TOTAL	24,456.67	**
				GRAND TOTAL	24,456.67	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jul 30, 2024 08:33:51AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 EROD NO.
 638463

DEPT NO.
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$52,914.44**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$52,142.44	\$52,142.44
RESTRICTED FUND	84097	0886	5490	\$32.00	\$32.00
TIL	84697	0886	5490	\$740.00	\$740.00

TOTAL DEPOSIT: **\$52,914.44**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$52,914.44 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #250006

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

NOT PROCESSED

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

CC Dont enter

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS

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Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250006 To 250006
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250006	07/24/2024	07/30/2024	WKCCD Deposit			
				ENTERED BY: JRWB	UNAPPROVED	
1.	78	Enrollment		11000-000-9161-00000	52,132.44	N
2.	78	TIL Awards		39000-314-4310-64991	690.00	N
3.	78	Lawn Care Services		39000-314-5633-64991	50.00	N
4.	78	IT Key Replacement		11000-113-4310-67801	10.00	N
5.	78	Library Programs M. McFrn		12201-203-8892-61200	32.00	N
				TOTAL AMOUNT	52,914.44	*
				DISTRICT TOTAL	52,914.44	**
				GRAND TOTAL	52,914.44	***

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 07/01/2024-07/31/2024

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Garza, Danielle	Curriculum Institute	Virtual	7/11/2024	7/13/2024	\$ 450.00	5/8/2024
Alvarado, Cecilia	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,642.74	5/28/2022
Alvarez, Maximiliano	Student Leadership and University Touring	Davis, CA	7/15/2024	7/19/2024	\$ 64.00	5/28/2022
Blake, Paul	MTLS Training	Denver, CO	7/14/2024	7/17/2024	\$ 1,700.00	5/28/2022
Duron, Candace	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,274.80	5/28/2022
Guevara, Cinthya	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,504.56	5/28/2022
Jacobi, Victoria	Academic Senate Curriculum Institute	Pasadena, CA	7/10/2024	7/13/2024	\$ 1,629.82	5/28/2022
Lopez, Jaime	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,552.92	5/28/2022
Minor, Leslie	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,398.44	5/28/2022
Sundgren, Lori	UCSD EMA Conference	San Diego, CA	7/14/2024	7/18/2024	\$ 1,763.42	5/28/2022
Valadez, Jose	Student Leadership and University Touring	Davis, CA	7/15/2024	7/19/2024	\$ 9,109.00	5/28/2022
Payne, Tiffany	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,633.44	6/6/2024
Bell, Damon	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,576.97	6/6/2024
Trickey, Rafe	CEO Leadership Academy	Riverside, CA	7/18/2024	7/21/2024	\$ 1,803.05	6/13/2024
Lagmay, Romeo	Hype Her Hoops Summer Showcase	Seal Beach, CA	7/19/2024	7/22/2024	\$ 185.00	6/13/2024
Lagmay, Romeo	Hype Her Hoops Summer Showcase	Ladera Ranch, CA	7/12/2024	7/15/2024	\$ 185.00	6/13/2024
Lagmay, Romeo	NCAA Coaches Academy	Rock Hill, SC	7/26/2024	7/30/2024	\$ -	6/13/2024
Bandy, Kanoe	ACCES Wintensive Meeting	Costa Mesa, CA	7/16/2024	7/17/2024	\$ 410.00	6/13/2024
Oja, Michelle	Curriculum Institute	Pasadena, CA	7/10/2024	7/13/2024	\$ 2,139.09	7/2/2024
Lopez, Jaime	Association of California Community College Administrators	Sacramento, CA	7/22/2024	7/24/2024	\$ 2,757.98	7/2/2024
Bandy, Kanoe	ACCES Wintensive Meeting	Costa Mesa, CA	7/16/2024	7/17/2024	\$ 410.00	7/8/2024
Garcia, Eloisa	TPSID Project Director's Meeting	Baltimore, MD	7/14/2024	7/17/2024	\$ 2,430.95	7/8/2024
Dodson, John	TPSID Project Director's Meeting	Baltimore, MD	7/14/2024	7/17/2024	\$ 2,434.58	7/8/2024
Valsamides, Nicholas	SWACC Board Meeting and Strategic Planning	San Francisco, CA	7/24/2024	7/25/2024	\$ -	7/8/2024
Murphy, Lori	ACCES Wintensive Meeting	Costa Mesa, CA	7/17/2024	7/17/2024	\$ 410.00	7/10/2024
Daugherty, Devin	Department of Consumer Affairs Dental Hygiene Hearing	Sacramento, CA	7/18/2024	7/19/2024	\$ 1,022.84	7/10/2024
Delgado, Emily	Transfer Field Trip	Los Angeles, CA	7/24/2024	7/24/2024	\$ 30.00	7/11/2024
Garcia, Amber	Enrollment Management Academy	San Diego, CA	7/14/2024	7/18/2024	\$ 3,984.00	7/11/2024
Daugherty, Devin	Annual Mileage for Local Travel	Kern County	7/1/2024	6/30/2025	\$ 6,000.00	7/16/2024
Gardner, Gina	DHBC Meetings	Sacramento, CA	7/18/2024	7/20/2024	\$ 855.05	7/16/2024
Gonzalez, Lourdes	Outreach Services	Kern County	7/1/2024	6/30/2025	\$ 1,113.09	7/16/2024
Minor, Leslie	Blanket Travel for Meetings/Trainings	Various	7/1/2024	6/30/2025	\$ 1,340.00	7/16/2024
Rios, Debbie	Kern County Travel for Staff/Students	Kern County	7/1/2024	6/30/2025	\$ 50.00	7/16/2024
Romero, Megan	Kern County Travel for Staff/Students	Kern County	7/1/2024	6/30/2025	\$ 50.00	7/18/2024
Ambrose, Brooke	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/1/2025	\$ 50.00	7/18/2024
Baguio, Mia	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/2/2025	\$ 50.00	7/18/2024
Azbill, Crystal	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/3/2025	\$ 50.00	7/18/2024

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 07/01/2024-07/31/2024

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Balli, Jessica	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/4/2025	\$ 50.00	7/18/2024
Bokelman, Tristan	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/5/2025	\$ 50.00	7/18/2024
Brown, Brittany	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/6/2025	\$ 50.00	7/18/2024
Carty, Ramona	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/7/2025	\$ 50.00	7/18/2024
Gary, Leeana	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/8/2025	\$ 50.00	7/18/2024
Holmes, Christina	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/9/2025	\$ 50.00	7/18/2024
Norcross, Jacob	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/10/2025	\$ 50.00	7/18/2024
Madding, Katie	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/11/2025	\$ 50.00	7/18/2024
Powell, David	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/12/2025	\$ 50.00	7/18/2024
Tarango, Rose	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/13/2025	\$ 50.00	7/18/2024
Owens, Patty	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/14/2025	\$ 300.00	7/18/2024
Owens, Patty	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/15/2025	\$ 200.00	7/18/2024
McMahan, Paul	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/16/2025	\$ 50.00	7/18/2024
Powell, Cindi	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/17/2025	\$ 50.00	7/18/2024
Garcia, Eloisa	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/18/2025	\$ 50.00	7/18/2024
Dodson, John	Kern County Travel for Staff/Students	Kern County	7/1/2024	7/19/2025	\$ 50.00	7/18/2024
Duran, Diana	Check pick up at KCSOS	Bakersfield, CA	7/1/2024	6/30/2025	\$ 200.00	7/23/2024
Trickey, Rafe	Farewell - West Hills CCD Chancellor Dr. Krsitin Clark	Lemoore, CA	7/26/2024	7/27/2024	\$ 239.00	7/23/2024
Zermeno, Mireya	Outreach	Kern County	7/1/2024	6/30/2025	\$ 335.00	7/23/2024
Cutrona, Myisha	Outreach	Kern County	7/1/2024	6/30/2025	\$ 335.00	7/23/2024
Ruiz, Griselda	Outreach	Kern County	7/1/2024	6/30/2025	\$ 335.00	7/23/2024
Avendano, Carlos	Outreach	Kern County	7/1/2024	6/30/2025	\$ 3,000.00	7/23/2024