

SAN JOSÉ/EVERGREEN COMMUNITY COLLEGE DISTRICT

Executive Cabinet

**Discretionary Expenditures Audit
For the Year Ended June 30, 2023**

Auditor Selection Detail

CWDL

Executive Cabinet Discretionary Expenditures Audit

Tab #	Page #	Ref No	Trans. Date	Amount	Description	Detailed Description	Applicable AP/BP
1	1	'000516'	10/31/2022	\$ 43,749.08	PRD END: 10/31/22 EM Earnings	Payroll: Benefits Coordinator, McKay, Michelle; HR Specialist, Miranda, Arlene; HR Analyst, Senior-Compliance, Owen, Lisa; HR Analyst, Sr.-Syst. & Class, Xiao, Yi.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
2	3	'000530'	5/31/2023	\$ 43,749.08	PRD END: 05/31/23 EM Earnings	Payroll: Benefits Coordinator, McKay, Michelle; HR Specialist, Miranda, Arlene; HR Analyst, Senior-Compliance, Owen, Lisa; HR Analyst, Sr.-Syst. & Class, Xiao, Yi.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
3	5	'V0796275'	11/29/2022	\$ 1,867.00	Liebert Cassidy Whitmore	Payment for legal services, client/matter No. SA277-00088.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
4	7	'000516'	10/31/2022	\$ 27,030.03	PRD END: 10/31/22 EM Earnings	Payroll: Vice Chancellor, Admin Svc. Escobar, Jorge.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
5	9	'000514'	9/30/2022	\$ 23,519.92	PRD END: 09/30/22 EM Earnings	Payroll: Associate VC, HR, Chaidez, Beatriz.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
6	11	'000518'	11/30/2022	\$ 14,929.25	PRD END: 11/30/22 EM Earnings	Payroll: HR Specialist, Senior, Casillas, Claudia; HR Specialist, Senior, Luna, Eileen.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
7	13	'000522'	1/31/2023	\$ 12,641.23	PRD END: 01/31/23 EM Earnings	Payroll: HR Specialist, Senior, Casillas, Claudia; HR Specialist, Senior, Luna, Eileen.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
8	15	'000526'	3/31/2023	\$ 11,958.00	PRD END: 03/31/23 EM Employer Cont	Payroll: Associate VC, HR, Chaidez, Beatriz; HR Spec. Vo, Samantha; HR Analyst, Sr.-Syst. & Class, Xiao, Yi.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
9	17	'000520'	12/31/2022	\$ 11,774.50	PRD END: 12/31/22 EM Earnings	Payroll: Supervisor, HR, Valderrama-Rodriguez, Elvira.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
10	19	'V0819885'	5/25/2023	\$ 2,500.00	Asian Pacific American Leadership Institute	Payment for the Silver Sponsorship of the Asian Pacific American Leadership Institute.	BP 6330 indicates that the District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.
11	22	'000517'	10/31/2022	\$ 2,312.22	PRD END: 10/31/22 TM Employer Cont	Payroll: Adj Faculty Non-Instructional, Del Buono, Barry; OV Faculty Non-Instructional, Falvey, Elizabeth.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
12	24	'000530'	5/31/2023	\$ 1,858.50	PRD END: 05/31/23 EM Employer Cont	Payroll: Exec. Admin Assist-President, Specht, Darlene.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
13	26	'V0794406'	11/1/2022	\$ 1,737.20	Us Bank Corporation Payment Reconcile	Payment on credit card for the purchase of Rene Alvarez' flight to attend conference.	BP 7400 indicates that the District Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District. The District Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities unless already included in the respective collective bargaining agreement or employee procedures handbook. The procedures shall include authorized expenses, advance of funds, and reimbursement.
14	35	'000516'	10/31/2022	\$ 867.15	PRD END: 10/31/22 EM Employer Cont	Payroll: Director of Communications, Ho, Kimsanh.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
15	37	'000518'	11/30/2022	\$ 422.57	PRD END: 11/30/22 EM Employer Cont	Payroll: Marketing & Public Information, Brown, Ryan; Director of Communications, Ho, Kimsanh.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
16	39	'000524'	2/28/2023	\$ 157.60	PRD END: 02/28/23 EM Employer Cont	Payroll: Vice Chancellor, Admin Svc. Escobar, Jorge.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
17	41	'000522'	1/31/2023	\$ 30.00	PRD END: 01/31/23 EM Earnings	Payroll: Exec. Admin Assist-President, Garibay, Penny.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

Executive Cabinet Discretionary Expenditures Audit							
Tab #	Page #	Ref No	Trans. Date	Amount	Description	Detailed Description	Applicable AP/BP
18	43	'000529'	4/30/2023	\$ 15.50	PRD END: 04/30/23 TM Employer Cont	Payroll: Conf. Exe. Admin Assist. Carter, Shana.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
19	45	'000518'	11/30/2022	\$ 11.43	PRD END: 11/30/22 EM Employer Cont	Payroll: President Tomaneng, Rowena.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
20	47	'000526'	3/31/2023	\$ 3.94	PRD END: 03/31/23 EM Employer Cont	Payroll: Dir. Marketing & Public Relations, Russel, Joshua.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
21	49	'0789298'	10/14/2022	\$ 1,799.00	Concur Technologies, Inc	Voided check, Concur Technologies is the incorrect payee. Corrected payment V0792880 \$1,799 paid to HUDL; for the licensing Mens Varsity Football, service period 8/30/22 - 8/29/23.	AP 6315 indicates that The Vice Chancellor of Administrative Services or designee shall be responsible for the oversight of the District's warrant process in accordance with Education Code Sections 85230 et seq.
22	54	'0776053'	8/16/2022	\$ 719,478.00	Bay Area Com Col Dist JPA	Payment for JPA Insurance Coverage 7/1/22 - 7/1/23.	AP 6540 indicates the District shall be a member of one or more Joint Powers Agreement (JPA) for the purpose of providing the following coverage: Liability insurance, Property insurance, District vehicle insurance & Workers' Compensation Insurance.
23	56	'0824907'	6/29/2023	\$ 89,277.13	Community College Search Services	Payment for contracted services to recruit candidates for Interim Chancellor, a position filled by Dr. Raul Rodriguez for the period of January 2022 through June 2023.	AP 7120 indicates that the hiring procedures and guidelines be established which provide for the hiring of highly qualified people who are knowledgeable and skilled in their professional areas, in managing and directing administrative functions or academic programs, and who can successfully serve our students.
24	59	'0798599'	1/12/2023	\$ 33,903.35	Rajkovich Brothers Partnership, LP	Payment for the January 2023, Technology Center's grounds lease.	BP 6330 indicates that the District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.
25	62	'0824141'	6/29/2023	\$ 44,378.00	Plaza Del Jennings & Chipman, LLP	Payment for legal services, General Personnel, Matter No. 40009.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
26	64	'000524'	2/28/2023	\$ 43,749.08	PRD END: 02/28/23 EM Earnings	Payroll: Benefits Coordinator, McKay, Michelle; HR Specialist, Miranda, Arlene; HR Analyst, Senior-Compliance, Owen, Lisa; HR Analyst, Sr.-Syst. & Class, Xiao, Yi.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
27	69	'000526'	3/31/2023	\$ 15.50	PRD END: 03/31/23 EM Employer Cont	Payroll: President Tomaneng, Rowena.	BP 7110 indicates that the District Chancellor is delegated the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.
28	71	'0798349'	12/31/2022	\$ 175.00	Jobelephant.Com Inc	Payment for ad publication of College Facilities Coordinator, open position.	AP 7120 indicates that the hiring procedures and guidelines be established which provide for the hiring of highly qualified people who are knowledgeable and skilled in their professional areas, in managing and directing administrative functions or academic programs, and who can successfully serve our students.
29	73	'0817148'	4/10/2023	\$ 33,234.00	Plaza Del Jennings & Chipman, LLP	Payment for legal services, General Personnel, Matter No. 40009.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
30	75	'0806690'	2/21/2023	\$ 25,000.00	ast Cable Communications Management, LLC	Payment for marketing/advertising services from 8/10/22 - 6/30/23.	BP 6330 indicates that the District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.
31	77	'0824057'	6/29/2023	\$ 24,631.69	Atkinson, Andelson, Loya, Ruud and Romo	Payment for General Legal Advice - 00001 & Matters 00013/00014.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
32	80	'0803915'	2/15/2023	\$ 19,926.00	Plaza Del Jennings & Chipman, LLP	Payment for legal services, General Personnel, Matter No. 40009.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
33	82	'0820093'	6/1/2023	\$ 18,945.00	Pat Hyland Consulting Services	Payment for contracted services. 2023 Reclassification Review and Report.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
34	84	'0817014'	4/4/2023	\$ 18,135.00	Laurie Bepalov DBA Pikawalla Media	Payment for contracted services. 279 hours at \$65/hr. Services include: Updating Governance Handbook, designing Chemical Hygiene Plan, creating Budget Study Session Report & Presentation.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.

Executive Cabinet Discretionary Expenditures Audit

Tab #	Page #	Ref No	Trans. Date	Amount	Description	Detailed Description	Applicable AP/BP
35	89	'0780384'	9/9/2022	\$ 14,506.50	Liebert Cassidy Whitmore	Payment for legal services, client/matter No. SA277-00087.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
36	91	'0798822'	1/19/2023	\$ 13,806.35	Aramark Uniform & Career Apparel, LLC	Payment for the purchase of 67 First Aid Kit/ Emergency Response Trauma Bag.	BP 6330 indicates that the District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.
37	93	'0822020'	6/26/2023	\$ 12,000.00	David F Trujillo Associates, Inc	Payment for contracted services. RE: Title V Application Development.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
38	95	'0802770'	2/1/2023	\$ 11,864.00	American Association of Community Colleges	Payment for Institutional and Presidential memberships covering period 1/1/23 - 12/31/23.	BP 6330 indicates that the District Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.
39	97	'0817017'	4/4/2023	\$ 3,090.00	Arturo E. Ocampo	Payment for legal services from 3/1/23 - 3/31/23.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.
40	101	'0811917'	3/7/2023	\$ 2,610.00	Benetrac	Payment for online administrative services for 870 active employees.	AP 6370 indicates contracts for the services of persons who qualify as professional experts may be let without competitive bidding. Professional experts are persons specially qualified to provide special services and advise in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained, experienced, and competent to perform the services required.

Exec. Cabinet Selection #1

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Oct 31 EM	10/31/2022	0000949	McKay	Michelle	921	10	96	6730	00000	52140	CO	168.00	\$11,153.00	9HMRS0238N	Benefits Coordinator
Oct 31 EM	10/31/2022	0001046	Miranda	Arleene	921	10	96	6730	00000	52140	CO	168.00	\$9,696.42	9HMRS0240N	Human Resources Specialist
Oct 31 EM	10/31/2022	0860732	Owen	Lisa	921	10	96	6730	00000	52140	CO	168.00	\$11,449.83	9HMRS0242N	HR Analyst, Senior -Compliance
Oct 31 EM	10/31/2022	0812669	Xiao	Yi	921	10	96	6730	00000	52140	CO	168.00	\$11,449.83	9HMRS0239N	Hr Analyst, Sr.-Syst.& Class
													43,749.08		

Exec. Cabinet Selection #2

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
May 31 EM	05/31/2023	0000949	McKay	Michelle	921	10	96	6730	00000	52140	CO	184.00	\$11,153.00	9HMRS0238N	Benefits Coordinator
May 31 EM	05/31/2023	0001046	Miranda	Arleene	921	10	96	6730	00000	52140	CO	184.00	\$9,696.42	9HMRS0240N	Human Resources Specialist
May 31 EM	05/31/2023	0860732	Owen	Lisa	921	10	96	6730	00000	52140	CO	184.00	\$11,449.83	9HMRS0242N	HR Analyst, Senior -Compliance
May 31 EM	05/31/2023	0812669	Xiao	Yi	921	10	96	6730	00000	52140	CO	184.00	\$11,449.83	9HMRS0239N	Hr Analyst, Sr.-Syst.& Class
													<u>43,749.08</u>		

Exec. Cabinet Selection #3

A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard
5th Floor
Los Angeles, CA 90045
310-981-2000
Fed. Tax I.D. #95-3658973

V0796275

Attorney – Client Privilege

San Jose/Evergreen Community College District
Beatriz Chaidez
Associate Vice Chancellor of HR
beatriz.chaidez@sjeccd.edu

Invoice 229200
October 31, 2022

Client/Matter No.: SA277-00088
Re: Ali Arid Classified Discipline

Billing Summary

Total Fees	\$1,867.00
Total Costs	\$0.00
Total Charges	\$1,867.00

BPO #20746

See 46

11/21/2022

Exec. Cabinet Selection #4

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Oct 31 EM	10/31/2022	0834033	Escobar	Jorge	921	10	96	6609	00000	52120	MA	168.00	\$27,030.03	9ADMS0201M	Vice Chancellor, Admin Svc
													<u>27,030.03</u>		

Exec. Cabinet Selection #5

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Sep 30 EM	09/30/2022	0940937	Chaidez	Beatriz	921	10	96	6730	00000	52120	MA	176.00	\$23,519.92	9HMRS0231M	Associate VC, HR
													<u>23,519.92</u>		

Exec. Cabinet Selection #6

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Nov 30 EM	11/30/2022	0597902	Casillas	Claudia	921	10	96	6730	00000	52110	CO	176.00	\$4,249.25	9HMRS0241N	HR Specialist, Senior
Nov 30 EM	11/30/2022	0509485	Luna	Eileen	921	10	96	6730	00000	52110	CO	176.00	\$10,680.00	9HMRS0241N	HR Specialist, Senior
													<u>14,929.25</u>		

Exec. Cabinet Selection #7

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Jan 31 EM	01/31/2023	0597902	Casillas	Claudia	921	10	96	6730	00000	52110	CO	40.00	\$1,961.23	9HMRS0241N	HR Specialist, Senior
Jan 31 EM	01/31/2023	0509485	Luna	Eileen	921	10	96	6730	00000	52110	CO	176.00	\$10,680.00	9HMRS0241N	HR Specialist, Senior
													<u>12,641.23</u>		

Exec. Cabinet Selection #8

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Mar 31 EM	03/31/2023	0940937	Chaidez	Beatriz	MBF2	10	96	6730	00000	53420	9HMRS0231M	Associate VC, HR	\$3,986.00
Mar 31 EM	03/31/2023	0072556	Vo	Samantha	MBF2	10	96	6730	00000	53420	9HMRS0242C	Human Ressources Spec	\$3,986.00
Mar 31 EM	03/31/2023	0812669	Xiao	Yi	MBF2	10	96	6730	00000	53420	9HMRS0239N	Hr Analyst, Sr.-Syst.& Class	\$3,986.00
													<u>11,958.00</u>

Exec. Cabinet Selection #9

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Dec 31 EM	12/31/2022	0003871	Valderrama-Rodriguez	Elvira	921	10	96	6730	00000	52130	SU	176.00	\$11,774.50	9HMRS0205S	Supervisor, HR
													<u>11,774.50</u>		

Exec. Cabinet Selection #10

DISTRICT REQUEST FOR CHECK



PLEASE SPECIFY:

- VENDOR CHECK FOR MATERIALS OR SERVICES
 VENDOR CHECK FOR SEMINARS/MEMBERSHIPS/SUBSCRIPTIONS/UTILITIES
 PERSONAL REIMBURSEMENT PAYROLL REQUEST (FOR PAYROLL USE ONLY)

MAKE CHECK PAYABLE TO:

MAIL CHECK TO (IF DIFFERENT):

VENDOR ID (REQUIRED) 1034652	NAME Asian Pacific American Leadership Institute	NAME
ADDRESS 10319 Denison Avenue		ADDRESS
CITY, STATE, ZIP Cupertino, CA 95014		CITY, STATE, ZIP
PHONE NO. (408) 921-7171		PHONE NO. (408) 921-7171



- MAIL CHECK PICK-UP AT DS BY: _____ DELIVER TO BUSINESS SVCS: ___ EVC ___ SJCC ___ CEM

ACCOUNT NUMBER: If new vendor, provide W-9

FUND	LOC	COST CENTER	USER	OBJECT	AMOUNT
15	15	6621	22505	55711	\$2,500

Signature: *Jonathan Camacho*

Email: Jonathan.Camacho@sjeccd.edu

Description of goods/services rendered:

Silver sponsorship for the Asian Pacific American Leadership Institute.

AUTHORIZATION FOR PAYMENT: I hereby certify that the services and/or items listed were received satisfactorily.

REQUESTED BY: (Print Name, Dept. and Extension)	Darlene Specht	EXT: 3725	Date 05/25/2023
REQUESTED BY: (Signature)	<u>Darlene Specht</u> <small>Darlene Specht (May 25, 2023 14:53 PDT)</small>		05/25/2023
MANAGER'S APPROVAL (Signature)	<i>Rosena Tomanang</i>		05/25/2023
SITE BUSINESS OFFICER (Signature)	<u>Thiphavanh Louangrath</u> <small>Thiphavanh Louangrath (May 25, 2023 15:16 PDT)</small>		05/25/2023

DISTRICT REQUEST FOR CHECK GUIDELINES – Purchase requisition not required, except for bonds: PO# _____

NO EQUIPMENT AND/OR FURNITURE

For the following **received materials** and services \$1,000 and under including:

- Independent Contractors (contract required)
- Personal Reimbursements

For the following **types of services**, regardless of the \$ amount:

- Membership Fees • Personal Local Seminars • Subscriptions • Utilities

REQUIRED DOCUMENTATION:

- Original invoice
- Fully executed Contract or Waiver of Liability (If applicable)
- Certificate of Insurance (If applicable)

RECEIVED

By DS-ACCOUNTING DEPT SJ/ECCD at 5:45 pm, May 25, 2023



ASIAN PACIFIC AMERICAN LEADERSHIP INSTITUTE

Diamond \$20,000	Platinum \$10,000	Gold \$5,000	Silver \$2,500	Bronze \$1,000
Recognition during annual event	Recognition during annual event	Recognition during annual event	Recognition during annual event	Recognition during annual event
Invite up to 20 guests	Invite up to 15 guests	Invite up to 10 guests	Invite up to 5 guests	Invite up to 5 guests
Opportunity to adopt a program	Opportunity to adopt a program	Opportunity to adopt a program		
Invitation to exclusive events	Invitation to exclusive events	Invitation to exclusive events		
Full year logo & name on website and program announcements	Full year logo & name on website and program announcements	Full year logo & name on website and program announcements		
social media recognition	social media recognition	social media recognition	social media recognition	social media recognition

Name: Rowena M. Tomaneng

Company/Organization: San Jose City College

Title: President

Email: Rowena.Tomaneng@sjcc.edu

Mobile: 650-743-9349

- Make check to Asian Pacific American Leadership Institute and mail to:
APALI, 10319 Denison Avenue, Cupertino, CA 95014.
- For credit card payment, email this form as an attachment to michaelchangaJapali.org

Credit Card VISA Mastercard Amount: Exp. Date:

Name on Card:

Card Number:

Security Code:

Signature:

Dr. Michael Chang, Executive Director 408.921.7171 michaelchang@aoli.org
 APALI is a tax-deductible 501c3 nonprofit organization with IRS Tax# 81-535-3675

Exec. Cabinet Selection #11

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Oct 31 TM	10/31/2022	0678401	Del Buono	Barry	RST1	10	99	6731	66000	53110	9AFTX6030D	ADJ AFT6157 (NON-INSTRUCTIONAL)	\$2,307.44
Oct 31 TM	10/31/2022	0411094	Falvey	Elizabeth	RST1	10	99	6731	66000	53110	9AFTX0631D	OV AFT6157 (NON-INSTRUCTIONAL)	\$4.78
													<u>2,312.22</u>

Exec. Cabinet Selection #12

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
May 31 EM	05/31/2023	0748485	Specht	Darlene	RPC5	10	11	6621	00000	53220	7PRES0202N	Exec. Admin Assist-President	\$1,858.50
													<u><u>1,858.50</u></u>

Exec. Cabinet Selection #13

Voucher ID : V0794406
Voucher Date : 11/01/22
Status : Paid

Debit : 1,737.20
Credit :
Net : 1,737.20

Vendor 1 Us Bank Corporation Payment Re

PO Number

Cmdty

Rcr Voucher

Desc 1 Reimbursable company card

2 expense for Airfare from

3 employee: Alvarez, Rene R

Price 1,737.2000

Fixed Asset

Quantity 1.000

Vendor Part

Unit of Issue

Form/Box/Loc

Trade Disc Amt

Invoice No C2599-CC

Trade Disc Pct

Invoice Date 11/01/22

Cash Discount

Comments 1

Extended Price 1,737.20

Tax Codes 1

GL Account No	Percent	Quantity	GL Description
1 10-11-6621-00000-55200	100.000	1.000	User Unspecified : Conference\




GL Amt 1,737.20

September 2022 - PCard Recon [Alvarez, Rene]

[Summary](#)
[Details ▾](#)
[List Settings](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Expenses

[View ▾](#)

	Transaction D...	Expense Type	Enter Vendor ...	City of Purchase	Reviewed	Amount	Approved Am...
  	09/09/2022	Airfare	DELTA AIR 0062...	Boston, Massac...	No	\$1,737.20	\$1,737.20

Imported from Credit Card Visa - 6617 ✕

DELTA AIR 0062337844924
VISA DELTA.COM, CA 30354

VISA
 TRANSACTION DATE: Friday, September 09, 2022
 POSTED DATE: Monday, September 12, 2022
 CREDIT CARD#: xxxx6617

Transaction Amount \$1,737.20
 Ref #: 24717052253872531058361-1

Passenger: ALVAREZ/RENE	Ticket: 0062337844924	Agency Name: DELTA.COM
Departure Date: 09/29/2022	Fare: \$1,737.20	

Flight #	Depart	Arrive	Class
	09/29/2022	SFO	BOS C
		BOS	SFO W



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
 Fargo, ND 58125-6343



SAN JOSE CITY COLLEGE

ACCOUNT NUMBER 4246-0446-5579-6617

STATEMENT DATE 09-22-22

TOTAL ACTIVITY \$ 1,737.20

000004257 01 SP 0.570 106481557703515 P

RENE ALVAREZ
2100 MOORPARK AVE
SJCC ATTN JONATHAN CAMACHO
SAN JOSE CA 95128-2723

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder _____ Date _____ Approver _____ Date _____

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-12	09-09	DELTA AIR 0062337844924 DELTA.COM CA ALVAREZ/RENE DEPARTURE: 09-29-22 SFO DL C BOS DL W SFO	24717052253872531058361	3058	1,737.20

Default Accounting Code:					
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY		
	4246-0446-5579-6617		PREVIOUS BALANCE \$.00		
	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES \$1,737.20		
	09-22-22	\$.00	CASH ADVANCES \$.00		
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		CASH ADVANCE FEE \$.00		
	\$ 0.00		CREDITS \$.00		
	DO NOT REMIT		TOTAL ACTIVITY \$1,737.20		

You're all set. If your plans change, be sure to make changes or cancel via [MyTrips](#) on [delta.com](#) before your flight departs to maintain the value of your ticket.

Have a great trip, and thank you for choosing Delta.

Passenger Info

Name: RENE ALVAREZ
SkyMiles #9086065746

FLIGHT	SEAT
DELTA 322	05C
DELTA 322	17D

Visit [delta.com](#) or use the [Fly Delta app](#) to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Thu, 29SEP	DEPART	ARRIVE
DELTA 322 First Class (C)	SAN FRANCISCO, CA 2:00pm	BOSTON, MA 10:48pm

Wed, 05OCT	DEPART	ARRIVE
DELTA 322 Delta Comfort+® (W)	BOSTON, MA 7:55am	SAN FRANCISCO, CA 11:34am

[MANAGE MY TRIP](#)

CHECK DELTA DISCOVER MAP FOR YOUR DESTINATION'S ENTRY REQUIREMENTS

Many destinations have issued travel requirements that may affect your trip. We strongly encourage you to review the [Delta Discover Map](#) for the latest on your destination's test, vaccine and quarantine requirements. You may check your eligibility to change or cancel your flight [here](#).

REAL ID REMINDER

Effective May 3, 2023, every air traveler 18 years of age and older will need a REAL ID-compliant driver's license or another acceptable form of ID. Please visit the [TSA REAL ID website](#) for more information.

Flight Receipt

Ticket #: [0062337844924](#)

Place of Issue:

Issue Date: 09SEP22

Expiration Date: 31DEC23

METHOD OF PAYMENT	
VI*****6617	\$1737.20 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$1588.84 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$119.16 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD

United States - Flight Segment Tax (ZP)	\$9.00 USD
TICKET AMOUNT	\$1737.20 USD

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in. Visit [delta.com](https://www.delta.com) for details on baggage embargoes that may apply to your itinerary.

Thu 29 Sep 2022

SFO-BOS

CARRY ON	FIRST	SECOND
FREE	FREE (70LBS/32KG)	FREE (70LBS/32KG)

Visit [delta.com](https://www.delta.com) for details on [baggage embargoes](#) that may apply to your itinerary.

Wed 05 Oct 2022

BOS-SFO

CARRY ON	FIRST	SECOND
FREE	\$30.00 ^{USD} (50LBS/23KG) OR 3,000 miles	\$40.00 ^{USD} (50LBS/23KG) OR 4,000 miles

Visit [delta.com](https://www.delta.com) for details on [baggage embargoes](#) that may apply to your itinerary.

Your Pre-Trip Checklist for Easier Travel

Request to Travel

Request ID : **33JC**

Minimum Departure Date : **09/29/2022**

Approval Status : **Approved**

User Name : **Alvarez, Rene R.**

Email Address : rene.alvarez@sjcc.edu

Default Manager Name : **Garcia, William L.**

Default Manager Email : William.Garcia@sjcc.edu

*Org Unit 1-Fund : **General Fund**

*Org Unit 2-GL Location : **San Jose City College**

*Org Unit 3-Cost Center : **Academic Success/Student Equit**

*Org Unit 4-User : **User Unspecified**

Start Travel Date : **09/29/2022**

End Travel Date : **10/05/2022**

Additional Information : **Per President's request**

Segments

Hotel Reservation

Amount : \$1,600.00

09/29/2022 Boston (US) 10/05/2022

Check-In Detail : Boston Park Plaza Hotel

Allocations : 100% (\$1,600.00) 10-11-6621-00000

Air Ticket

Amount : \$1,800.00

09/29/2022 San Francisco Intl (Airport - SFO), San Francisco (US) – Logan International (Airport - BOS), Boston (US) Departure time: 2:00 PM

Logan International (Airport - BOS), Boston (US) – San Francisco Intl (Airport - SFO), San Francisco (US) 10/05/2022 Arrival time: 11:35 AM

Allocations : 100% (\$1,800.00) 10-11-6621-00000

Expenses

Trip Start Date	Expense Type	Entry Description	Amount	Amount
09/29/2022	Hotel		\$1,600.00	\$1,600.00
09/29/2022	Registration Fee		\$799.00	\$799.00
Comment :	Tran, Jennie (09/06/2022): Invoice received and will be processed in Colleague for check payment.			
09/29/2022	Breakfast-per diem		\$105.00	\$105.00
09/29/2022	Lunch-per diem		\$112.00	\$112.00
09/29/2022	Dinner-per diem		\$196.00	\$196.00
09/29/2022	Airfare		\$1,800.00	\$1,800.00

Printed on 10/18/2022 6:08 PM

Exec. Cabinet Selection #14

Exec. Cabinet Selection #15

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Nov 30 EM	11/30/2022	0876412	Brown	Ryan	WCO2	10	96	6603	00000	53620	9MKTG0002M	Marketing & Public Information	\$232.06
Nov 30 EM	11/30/2022	0504880	Ho	Kimsanh	WCO2	10	96	6603	00000	53620	9MKTG0001M	Director, Communications, Comm	\$190.51
													<u>422.57</u>

Exec. Cabinet Selection #16

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Feb 28 EM	02/28/2023	0834033	Escobar	Jorge	DDA2	10	96	6609	00000	53420	9ADMS0201M	Vice Chancellor, Admin Svc	\$157.60
													<u>157.60</u>

Exec. Cabinet Selection #17

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	SRC	FUND	LOC	COST	USER	OBJ	EARN	HOURS	PAY AMT	POSITION	TITLE
Mar 31 EM	03/31/2023	0000567	Garibay	Penny	221	10	21	6621	00000	52140	CPDP	0.00	\$30.00	8PRES0202N	Exec Admin Assist-President
													<u>30.00</u>		

Exec. Cabinet Selection #18

Exec. Cabinet Selection #19


PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Nov 30 EM	11/30/2022	0966298	Tomaneng	Rowena	LIF1	10	11	6621	00000	53410	7PRES0001M	President	\$11.43
													11.43

Exec. Cabinet Selection #20

PAYCNTRL	PAY PERIOD	EMPL ID	LAST NAME	FIRST NAME	CODE	FUND	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
Mar 31 EM	03/31/2023	0942663	Russell	Joshua	LIF2	10	21	6603	00000	53420	8PRES0202M	Dir., Marketing & Public Rel	\$3.94
													<u>3.94</u>

Exec. Cabinet Selection #21

> Printed on 8/28/23, 11:28 AM by tdoan

VOUI - Voucher Inquiry 

Voucher ID: V0789298

Status Date: 10/14/22

Status: Voided

Debit: 1,799.00


Credit:

Net: 1,799.00

Voucher Dt

Due Date

Total Amt

Vendor ID 

Cash Disc

Name

Address

Cty/St/Zp

AP Type

Check No/Date

Bank Code

Paid Amount

Pay Voucher

Financial Exports ID


Approvals

Dates



<input type="text" value="1"/>	<input type="text" value="Mark Hua"/>	<input type="text" value="10/14/22"/>
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>

PO No 

Rcr Vou 

Comments 

Line Items

	Description	Quantity Extended	Price	Invoice Number	Tax
<input type="text" value="1"/>	<input type="text" value="8/30/2022-8/29/2023"/> 	<input type="text" value="1.000"/>	<input type="text" value="1,799.00"/>	<input type="text" value="INV01379086"/>	<input type="text"/>
<input type="text" value="2"/>	<input type="text"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Taxes/Amts

Item Total

Currency

SEARCH RESULTS FOR :
VOUCHERS
;iv INV01379086



VOUCHERS

Input Open



1	You No: V0792880 Status: P Vendor ID: 0796857	Total: 1,799.00 You Date: 10/19/22 Hudl	Chk No: 14*0059696 Chk Date: 10/19/22	Inv No: INV01379086 Inv Date: 09/15/22
2	You No: V0789298 Status: V Vendor ID: 0991832	Total: 1,799.00 You Date: 10/14/22 Concur Technologies, Inc	Chk No: Chk Date:	Inv No: INV01379086 Inv Date: 09/15/22

INV01379086 belongs to Hudl not Concur Technologies. So voided V0789298. V0792880 is the correct voucher for the invoice.

Voucher ID : V0792880
Status Date : 10/19/22
Status : Paid

Debit : 1,799.00
Credit :
Net : 1,799.00

Voucher Dt: 10/19/22 Due Date: 10/19/22 Total Amt: 1,799.00
Vendor ID: 0796857 Cash Disc: 0.00

Name: 1 Hudl
Address: 1 29775 Network Place
City/St/Zp: Chicago IL 60673
AP Type: 0011 Regular Accounts Check No/Date: 0059696 10/19/22
Bank Code: 14 Wells Fargo Paid Amount: 1,799.00
Pay Voucher: Yes Financial Exports ID:

Approvals Dates PO No: B0020679
1 Mark Hua 10/19/22
2 Rcr Vou:
Comments: 1

Line Items

Description	Quantity Extended	Price	Invoice Number	Tax
1 CC-8/30/22-8/29/203	1.000	1,799.00	INV01379086	
2				

GL Account No
1 10-11-6041-00000-55220
GL Amt: 1,799.00

V0792880



Invoice #: INV01379086
Account #: A00132627

Send Checks To
Hudl
29775 Network Place
Chicago, IL 60673-1775 USA
Hudl's W9: hudl.com/p/w9
billing@hudl.com

Send Purchase Orders To
Email: purchase.order@hudl.com

Pay Online
hudl.com/pay

INCLUDE INVOICE NUMBER ON CHECK

Sold To
SAN JOSE CITY COLLEGE
San Jose City
San Jose, California 95128
United States

Summary
Invoice Date: 09/15/2022
Due Date: 10/15/2022

All amounts are in USD

PACKAGE	SERVICE PERIOD	TOTAL
Mens Varsity Football Hudl Play Tools	08/30/2022-08/29/2023	199.00
Mens Varsity Football Hudl Gold	08/30/2022-08/29/2023	1,600.00
Subtotal		1,799.00
Discount		0.00
Tax		0.00
Purchase Total		1,799.00
Payments		0.00
Adjustments		0.00
BALANCE DUE		1,799.00

RECEIVED
By DS-ACCOUNTING DEPT SJ/ECCD at 5:31 pm, Oct 14, 2022

! Any hardware products related to this invoice will not ship until a purchase order is received or the balance is fully paid.

V0792880
10/19/2022

Invoice Comments:

OK TO PAY - LAMEL HARRIS

Payments and Adjustments

All payments and adjustments have already been applied to the balance shown on this invoice. The following list is for your records.

All amounts are in USD

DATE	TRANSACTION NUMBER	TYPE	NOTES	APPLIED AMOUNT
09/26/2022	P-00360727	Payment		0.00

No payments or adjustments have been applied to this invoice.

Tax Breakdown

All taxes have already been applied to the balance shown on this invoice. The following list is a breakdown by tax rate for your records.

All amounts are in USD

TAX NAME	TAX RATE TYPE	TAX RATE	TAX AMOUNT
CA COUNTY TAX	Percentage	0.25%	0.00
CA SPECIAL TAX	Percentage	1.00%	0.00
CA SPECIAL TAX	Percentage	1.88%	0.00
CA STATE TAX	Percentage	6.00%	0.00

Additional Information

By paying this invoice, you agree that the purchase and Organization's use of the products are governed by the Organization Terms found at www.hudl.com/eula; except that purchases and Organization's use of Hudl Recruit are governed by the Terms & Conditions found at recruit.co.

Agile Sports Technologies, Inc. dba Hudl. EIN is 26-0568054. Go to hudl.com/p/w9 for a copy of Hudl's W9.

W9 Address:

Hudl

600 P Street, Ste. 400
Lincoln, NE 68508

Exec. Cabinet Selection #22

V# 776053



P.O. Box 4328, Torrance, CA 90510
310 212-3344

----- INVOICE -----

San Jose/Evergreen Community College
40 S. Market Street, 6th Floor
San Jose, CA 95113-1599


Invoice Date 06/23/22
Invoice No. 275310
Bill-To Code SANJOSCO
Client Code SANJOSCO
Sequence 97*332799

Client Name: San Jose/Evergreen Community College

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: See Below

Effective Date	Period	Description	Transaction Amount
07/01/22	07/01/22 to 07/01/23	Bay Area Comm Coll Dist JPA BACCD2223 Member Contribution - 2022/2023 Make Payable to: Bay Area CCD JPA c/o Keenan-SETECH PO Box 4328, Torrance, CA 90510 For Wiring Instructions please contact your Keenan Representative.	719,478.00
		Invoice Number: 275310	Amount Due: 719,478.00
		Reference BPO B0020290	
		Approved by  Jorge Escobar, VCAS	
Due and Payable on Effective Date			

Exec. Cabinet Selection #23



AGREEMENT


San Jose Evergreen Community College District and Community College Search Services


San Jose Evergreen Community College District (hereinafter "District") agrees to contract with Community College Search Services (hereinafter "CCSS") to recruit candidates for and facilitate the placement of a **Chancellor**.

Dr. Will Lewallen will be the primary search consultant and other CCSS consultants will assist as needed.

Payment from the District to CCSS for the recruitment and placement of an **Interim Chancellor** is 15% of the gross salary earned by the successful candidate, excluding benefits. CCSS will invoice the District at the conclusion of the assignment.

CCSS will begin services to the District upon receipt of this signed agreement and will continue said services until completion of the assignment.


Dr. Beatriz S. Chaidez
Associate Vice Chancellor, Human Resources
San Jose Evergreen CCD
Date _____


Joan Smith, Ed.D.
Managing Partner
Community College Search Services
Date: November 29, 2021


Mark Hua (Aug 2, 2023 09:23 PDT) 08/02/2023


Jose Cresmore (Aug 2, 2023 17:57 PDT) 08/02/2023



Community College Search Services

July 17, 2023

INVOICE

San Jose Evergreen Community College District
40 S. Market Street
San Jose, CA 95113

DESCRIPTION

As per the agreement for services to recruit candidates for Interim Chancellor, a position filled by Dr. Raul Rodriguez for the period of January 2022 through June 2023. Details are the following:

Compensation at the end of the interim period \$89,277.13
at the rate of 15% of the gross salary.

Total \$89,277.13

Please send remittance to the address below:

Community College Search Services
Attention: Dr. Robin Calote
4102 Ashwood Ct.
Ventura CA 93003

10-99-6731-00000-55100

Shairon Zingsheim
Shairon Zingsheim (Jul 20, 2023 14:57 PDT)

07/20/2023

TIN: 26-1110386

Contact for Questions Related to the Candidate Recruitment

Dr. Willard Lewallen, Search Consultant
Community College Search Services

Phone: (831) 682-3541
Email: Will.Lewallen@ccss.solutions

Exec. Cabinet Selection #24

DISTRICT REQUEST FOR CHECK



PLEASE SPECIFY:

- VENDOR CHECK FOR MATERIALS OR SERVICES
 VENDOR CHECK FOR SEMINARS/MEMBERSHIPS/SUBSCRIPTIONS/UTILITIES
 PERSONAL REIMBURSEMENT PAYROLL REQUEST (FOR PAYROLL USE ONLY)

MAKE CHECK PAYABLE TO:

MAIL CHECK TO (IF DIFFERENT):

VENDOR ID (REQUIRED) 0867045	NAME Rajkovich Brothers Partnership	NAME
ADDRESS PO Box 189		ADDRESS
CITY, STATE, ZIP Hollister, CA 95024		CITY, STATE, ZIP
PHONE NO.		PHONE NO.

- MAIL CHECK PICK-UP AT DS BY: _____ DELIVER TO BUSINESS SVCS: ___ EVC ___ SJCC ___ CEM

ACCOUNT NUMBER: If new vendor, provide W-9

FUND	LOC	COST CENTER	USER	OBJECT	AMOUNT
46	99	6727	39625	55610	33,903.35

Description of goods/services rendered:

BPO 020232

Ground lease payment for Technology Center, January 2023

AUTHORIZATION FOR PAYMENT: I hereby certify that the services and/or items listed were received satisfactorily.

REQUESTED BY: (Print Name, Dept. and Extension)	Richard Su	Ext:	Date 01/12/2023
REQUESTED BY: (Signature)	<i>Richard Su</i>		
MANAGER'S APPROVAL (Signature)	<i>[Signature]</i>		
SITE BUSINESS OFFICER (Signature)			

DISTRICT REQUEST FOR CHECK GUIDELINES – Purchase requisition not required, except for bonds: PO# _____

NO EQUIPMENT AND/OR FURNITURE

For the following **received materials** and services \$1,000 and under including:

- Independent Contractors (contract required)
- Personal Reimbursements

For the following **types of services**, regardless of the \$ amount:

- Membership Fees • Personal Local Seminars • Subscriptions • Utilities

REQUIRED DOCUMENTATION:

- Original invoice
- Fully executed Contract or Waiver of Liability (If applicable)
- Certificate of Insurance (If applicable)

3.1.3 BASE RENT INCREASE EVERY FIVE YEARS

3.1.3.1 On the first day of the 6th year following the Base Rent Commencement Date, and on the first day of each 6th year thereafter during the Initial Term and any Extended Terms thereof ("Base Rent Increase Date"), the Base Rent shall be increased to an amount equal to one hundred fifteen percent (115%) of the Base Rent for the month immediately preceding the Base Rent Increase Date ("Base Rent Increase"). The Base Rent resulting from the Base Rent Increases through the first thirty (30) years of the Lease is as follows:

<u>Year</u>	<u>Base Rent Increase</u>
6th	\$25,635.80
11th	\$29,481.17
16th	\$33,903.35
21st	\$38,988.85
26th	\$44,837.17

3.1.3.2 The above notwithstanding, no Base Rent Increase as provided under this Subsection 3.1.3 will occur for any month in which Base Rent is increased as provided under Subsections 3.1.4 and 3.1.5 below.

3.1.4 THIRTY-YEAR CPI ADJUSTMENT

3.1.4.1 On the first day of the 31st year following the Base Rent Commencement Date, the Base Rent shall be established as the greater of (a) \$51,562.75 per month, or (b) \$22,292 per month adjusted to reflect any increase (but not decrease) in the Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers, San Francisco-Oakland-San Jose Metropolitan Statistical Area [1984=100] (the "CPI") that has occurred since the Base Rent Commencement Date. The increase in the CPI shall be calculated by dividing the CPI for the first calendar month of the 31st year following the Base Rent Commencement Date by the CPI for the calendar month in which the Base Rent Commencement Date occurs. For example, if the CPI for the first calendar month of the 31st year is 300 and the CPI for the Base Rent Commencement Date is 120, the increase in the CPI since the Base Rent Commencement Date is 250% (300 divided by 120); \$22,292 multiplied by 250% is equal to \$55,730, and this amount, which is greater than \$51,562.75, would thus become the Base Rent for the beginning of the 31st year.

3.1.4.2 If the CPI is changed so that the base year for the index is adjusted, the CPI shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is otherwise changed or discontinued, then the most nearly comparable official price index of the United States Government shall be used for computing the adjustment pursuant to this Section 3.1.4.

Exec. Cabinet Selection #25



Plaza de Jennings
Chipman LLP

SVC 5/2/2023 - 5/31/2023

V0824141

CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

July 21, 2023

Client: San Jose Evergreen Community College District

Matter: General Personnel

Matter No.: 40009

Invoice I-354

Total New Legal Fees and Expenses: \$44,378.00

BPO #21386

Total Legal Fees: \$44,378.00

Shairon Zingsheim
Shairon Zingsheim (Jul 21, 2023 08:00 PDT)

07/21/2023

Please reference our file number 40008 on remittance. Due and payable upon receipt. Tax I.D. number 83-3169097.

Thank you

Exec. Cabinet Selection #26

PAY ID	PAY PERIOD	EMP ID	LAST NAME
20148*EM	02/28/2023	0000949	McKay
20148*EM	02/28/2023	0001046	Miranda
20148*EM	02/28/2023	0860732	Owen
20148*EM	02/28/2023	0812669	Xiao

FIRST NAME	ET	SOURCE	FUND	LOC	COST
Michelle	CO	921	10	96	6730
Arleene	CO	921	10	96	6730
Lisa	CO	921	10	96	6730
Yi	CO	921	10	96	6730

USER	OBJ	PAY AMTS	POSITION
00000	52140	\$11,153.00	9HMRS0238N
00000	52140	\$9,696.42	9HMRS0240N
00000	52140	\$11,449.83	9HMRS0242N
00000	52140	\$11,449.83	9HMRS0239N
		43,749.08	

TITLE	HRS	EXP AMTS	ACCRUAL AMTS
Benefits Coordinator	160.00	0.00	0
Human Resources Specialist	160.00	0.00	0
HR Analyst, Senior -Compliance	160.00	0.00	0
Hr Analyst, Sr.-Syst.& Class	160.00	0.00	0

Exec. Cabinet Selection #27

PAY ID	PAY PERIOD	EMP ID	LAST NAME	FIRST NAME	CODE	SOURCE	LOC	COST	USER	OBJ	POSITION	TITLE	AMOUNT
20179*EM	03/31/2023	0966298	Tomaneng	Rowena	VSP1	10	11	6621	00000	53410	7PRES0001M	President	\$15.50

Exec. Cabinet Selection #28



Advertising Invoice

Jobelephant.com Inc.
5443 Fremontia Lane
San Diego CA 92115 USA
Tel: 619-795-0837
Email: ar@jobelephant.com
US TAX ID: 03-0379299

San Jose/Evergreen Community
San Jose/Evergreen Community
Samantha Vo
40 South Market Street
San Jose CA 95113

Invoice # 3018729

Invoice Date: 12/26/2022

Terms: NET 30

Email to: samantha.vo@sjeccd.edu

V0798349

eTearsheets and Credit Card payment
available online at
<https://cportal.jobelephant.com>

AD #	Publication	Job Title	PO#	Dept.	Start Date	Price
3744645	FacilitiesJobsinHigherEd.com	College Facilities Coordinator	B0020288	S2282	12/21/2022	\$175.00

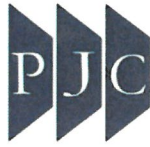
Invoice Total \$175.00

BPO: 20287

GL #: 10-99-6731-65101-55711

01/06/2023

Exec. Cabinet Selection #29



Plaza de Jennings
Chipman LLP

CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

April 5, 2023

Client: San Jose Evergreen Community College District

Matter: General Personnel

Matter No.: 40009

Invoice I-342

Total New Legal Fees and Expenses: \$33,234.00

BPO #21386

Outstanding amount (I-335): \$25,567.00

Total Legal Fees: \$58,801.00

rb
Beatriz Cardenas (Apr 5, 2023 16:46 PDT) 04/05/2023

Please reference our file number 40008 on remittance. Due and payable upon receipt. Tax I.D. number 83-3169097.

Thank you

V0817148 ; INV# I-342 ; \$33,234.00

V0817145 ; INV# I-335 ; \$25,567.00

Exec. Cabinet Selection #30



INVOICE NO. WC919050	INVOICE DATE 10/30/2022
BILL CYCLE 202210	INVOICE DUE DATE 11/27/2022

ATTN: CHARLES MONTGOMERY
 SAN JOSE CITY COLLEGE
 2100 MOORPARK
 SAN JOSE, CA 95128

INVOICE

AGENCY	AGENCY NO.	CUSTOMER	CUSTOMER NO.
		SAN JOSE CITY COLLEGE	000016357

ORDER NO.	MARKET	PRODUCT TYPE	COST	UNITS ORDERED	UNITS AIRED
WC11628260	San Francisco-Oak-San Jose	TV	\$24,623.50	4505	4503
WC11628260	San Francisco-Oak-San Jose	Digital TV	\$4,770.00		

INVOICE NOTES

Lift_SAN JOSE CITY COLLEGE WINTER CAMPAIGN

Gross Advertising Total \$29,393.50
Net Advertising Total \$29,393.50

Terms: Net 30 Days
Mail to: EFFECTV
 P.O. BOX 415949
 BOSTON, MA 02241-5949

OK TO PAY (B20727):

Daniel Garza

02/21/2023

Daniel Garza, Marketing & Public Relations Director

Please pay as follows:

17-11-6710-22010-55711 - \$4393.50
10-96-6603-00000-55711 - \$25,000.00

RECEIVED

By DS-ACCOUNTING DEPT SJ/ECCD at 10:46 am, Feb 21, 2023



For support, please email Effectvclientcare@comcast.com or call 866-531-1721. To view and pay your invoices on the web, go to <https://www.comcastinvoicing.com/>

Exec. Cabinet Selection #31

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
12800 CENTER COURT DRIVE, SUITE 300
CERRITOS, CALIFORNIA 90703
(562) 653-3200

Billing questions: invoices@aalrr.com

SAN JOSE EVERGREEN COMMUNITY
COLLEGE DISTRICT
ATTN: ARLEENE MIRANDA
P. O. #B0013803
40 SOUTH MARKET STREET
SAN JOSE, CA 95113

JUNE 30, 2023
INVOICE NO. 686765
CLIENT NO. 005464
SJO
PAGE: 1

This Statement is payable in full upon presentation. Amounts remaining unpaid after 30 days shall be subjected to service charge of 1.0% per month. Annual rate of 12%

PLEASE INCLUDE INVOICE NUMBER ON REMITTANCE
SEND VIA EMAIL TO ACCOUNTS.PAYABLE@SJECCD.EDU

ENCLOSED PLEASE FIND STATEMENT DATED JUNE 30, 2023 ITEMIZING CURRENT PROFESSIONAL SERVICES AND DISBURSEMENTS.

MATTER/DESCRIPTION	FEES	DISB	TOTAL
GENERAL LEGAL ADVICE - 00001	2,720.00	136.00	2,856.00
██ - 00013	14,346.25	717.31	15,063.56
██ - 00014	6,392.50	319.63	6,712.13

TOTAL JUNE BILLING 24,631.69

BPO #20568


Beatriz G. Ardeez (Jul 19, 2023 11:29 PDT)

07/19/2023

ATKINSON, ANDELSON, LOYA, RUUD & ROMO
 PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 12800 CENTER COURT DRIVE, SUITE 300
 CERRITOS, CALIFORNIA 90703
 (562) 653-3200

Billing questions: invoices@aalrr.com

SAN JOSE EVERGREEN COMMUNITY
 COLLEGE DISTRICT
 ATTN: ARLEENE MIRANDA
 P. O. #B0013803
 40 SOUTH MARKET STREET
 SAN JOSE, CA 95113

JUNE 30, 2023
 INVOICE NO. 686765
 CLIENT NO. 005464
 SJO
 PAGE: 9

This Statement is payable in full upon presentation. Amounts remaining unpaid after 30 days shall be subjected to service charge of 1.0% per month. Annual rate of 12%

PLEASE INCLUDE INVOICE NUMBER ON REMITTANCE
 SEND VIA EMAIL TO ACCOUNTS.PAYABLE@SJECCD.EDU

FEE SUMMARY

NAME		INT	RATE	HOURS	AMOUNT
BRYANT, GUY, A.	SENIOR PARTNER	GAB	340.00/hr.	10.00	3,400.00
MILLER, ANNA, J.	SENIOR COUNSEL	AJM	315.00/hr.	9.50	2,992.50
FEE SUMMARY TOTAL					6,392.50
TOTAL MATTER BILLING					6,712.13
TOTAL CURRENT FEES					23,458.75
TOTAL CURRENT DISBURSEMENTS					1,172.94

ACCOUNT STATUS THROUGH THIS STATEMENT

CURRENT	1 MONTH	2 MONTHS	3 MONTHS	4 & OVER	TOTAL DUE
24,631.69	0.00	0.00	0.00	0.00	24,631.69

Exec. Cabinet Selection #32



Plaza de Jennings
Chipman LLP

CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

February 15, 2023

Client: San Jose Evergreen Community College District

Matter: General Personnel

Matter No.: 40009

Invoice I-329

Total New Legal Fees and Expenses: \$19,926.00

Outstanding amount: \$1,899.50

Total Legal Fees: \$21,815.50

BPO #21386


Beatriz Chandez (Feb 15, 2023 11:14 PST) 02/15/2023

Please reference our file number 40008 on remittance. Due and payable upon receipt. Tax I.D. number 83-3169097.

Thank you

Exec. Cabinet Selection #33

Invoice #123

May 30, 2023

BILL TO

San Jose Evergreen District Office
40 S Market St
San Jose, CA 95113
Arleene.Miranda@sjeccd.edu

FROM

Pat Hyland
4480 Roop Road
GILROY, CA 95020
pjhyland2@gmail.com
+1 4088461713

INVOICE ITEMS

AMOUNT

2023 Reclassification Review and Report
126.30 hrs x \$150.00/hr

\$18,945.00

\$18,945.00

PAYMENT DUE JUL 06, 2023

BPO #21356

MESSAGE

Thank you for trusting me with this important work.



Beatriz C. Roldan (May 31, 2023 15:39 PDT)

05/31/2023

Exec. Cabinet Selection #34



5976 DOVETAIL DRIVE, AGOURA HILLS, CA 91301
(215) 805-9379 | PIKAWALLAMEDIA@GMAIL.COM

April 4, 2023

INVOICE

To:

Chancellor's Office
40 South Market Street
San José, CA 95113

Total billable hours worked: 279 HOURS

Hourly rate: \$65/LABOR HOUR

Invoice amount for total billable hours (03/01/23 – 04/03/23): \$18,135

B.P.O. Number: B0020580

Ryan Brown

Please Remit Payment To:

Laurie Bespalov DBA Pikawalla Media
5976 Dovetail Drive
Agoura Hills, CA 91301

SJECCD Governance Handbook Document Update (13.5 Hours)

- Revisions as requested
 - Implementation and formatting of given content
 - Adjusted elements as needed to accommodate new content
 - Adjusted org chart layouts as needed to accommodate revisions
 - Ran a PDF action wizard for accessibility and addressed report findings
 - Provided latest PDF file

SJECCD Template Revision (0.25 Hours)

Requested by Executive Director Government & External Affairs, Rosalie Ledesma

- Revised slide master and updated logo as requested
 - Added “Foundation” to DO logo
 - Provided updated PPT file

Budget Summary Slide Support (0.5 Hours)

- Updated budget summary slide with Q3 numbers
 - Created two versions—static (snippet) and with live text
- Provided PPT slides within given file

Chemical Hygiene Plan (78.5 Hours)

- Design, layout, and formatting of given content
- Review and selection of photos on file
- Illustrated graphical elements as needed
- Layout and design of tables to contain content
- Design and formatting of forms
 - Created fillable versions of forms
- Ran an accessibility check and addressed findings
- Revisions as requested
 - Adjusted formatting as needed to accommodate revisions (form areas)
 - Modified fillable forms as needed
- Provided latest draft of PDF

Board Resolution for Framing (1.25 Hours)

- Updated a previously designed 11” x 17” template with given content
- Adjusted formatting and elements as necessary to accommodate given content
- Provided latest PDF files with and without bleeds

SJECCD Diversity Award Nominations Flyer (0.5 Hours)

- Using a previously designed layout, updated content of an 8.5” x 11” flyer and JPEG version to be embedded in an email
- Created JPEG version to embed in an email linking to the online nomination form
 - Created a ready-to-send version of the email
 - Provided JPEG and clickable PDF

Printable Chancellor Search Brochure (3.5 Hours)

- Updated the previously designed Chancellor search brochure to fit eight pages for printing
 - Adjusted design as necessary to accommodate facing pages
 - Layout and formatting of new back page
- Provided finalized PDF files: single page, two-page spread, and single page with bleeds

Budget Study Session Report and Presentation (153 Hours)

- Review of given materials
- Design, layout, and formatting
 - Implementation and formatting of given content
 - Created chart and graph visualizations for provided data as needed
 - Created graphical elements as needed (PowerPoint objects)
 - Illustrated various icons and graphical elements
 - Created subheaders and other descriptive lines (titles/subtitles/section leads as needed)
 - Drafted bullet points and initial blurbs on identified topics
 - Updated tables and graphs as needed
 - Reviewed photos on file and online to determine photos to use
 - Revisions to collage as requested
 - Restructured images as needed (clippings look and feel)
 - Uploaded documents not found online and created live links
 - Created document screenshots as needed
 - Updated given PDFs as requested
- Provided latest PPT file
 - Revisions as requested
 - Review and discussion
 - Created additional visualizations as requested based on data provided
 - Design and layout of additional graphical elements
 - Revised visualizations based on updated data provided
 - Created additional graphical elements as needed to support content
 - Added section dividers and table of contents
 - Drafted divider titles and subtitles as needed
- Provided finalized PDF file
- Creation of separate appendices files
 - Provided seven separate files that make up the entirety of the appendix (click-to-views shown on online digital version of the report)
 - Provided zip folder of containing PDFs

Health Smarts Flyer Accessibility (2 Hours)

- Recreated flyer elements as needed (color blocks, text, logo snippets)
- Ran an accessibility check and addressed findings
- Provided finalized PDF file

Petty Cash Form (2 Hours)

- Design, layout, and formatting of given form with edits as requested
- Created 8.5" x 11" and 8.5" x 5.5" versions of the form
- Adjusted content as necessary to accommodate smaller version
- Revisions as requested
 - Provided finalized PDF file
 - Provided additional PDF version with two forms per page as requested

SJECCD Special Logo Series – Middle Eastern American Heritage Month (20.5 Hours)

- Brainstorm layout and design for logo graphic
 - Illustrated graphical elements as needed
 - Provided PDF file containing 12 initial mockups of the logo graphic
 - Provided PNG versions of the mockups sized at 1080px x 1080px
 - Provided finalized 1080px x 1080px PNG version of the selected logo graphic
- Zoom Backgrounds
 - Created Zoom backgrounds based on the look and feel of the selected Middle Eastern American Heritage Month logo graphic
 - Provided eight JPEG options
 - Provided PDF containing eight background options

Pathways to Finance Flyer (3.5 Hours)

- Creation of two 8.5" x 11" flyers (high school and adult learners)
- Design, layout, and formatting of content
- Drafted headlines and subheaders
- Recreated logos as needed (stacked version)
 - Researched and found vector versions of two logos (Goodwill of Silicon Valley and UNIDOS US)
- Research and selection of stock photography
- Revisions as requested
- Ran an accessibility check and addressed findings
- Provided latest PDF file

Exec. Cabinet Selection #35

A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard
5th Floor
Los Angeles, CA 90045
310 981 2000
Fed. Tax I.D. #95 3658973

Attorney – Client Privilege

San Jose/Evergreen Community College District
Beatriz Chaidez
Associate Vice Chancellor of HR
beatriz.chaidez@sjeccd.edu

Invoice 223899
July 31, 2022

Client/Matter No.: SA277-00087

Re [REDACTED]

Billing Summary

Total Fees		\$14,506.50
Total Costs		\$0.00
Total Charges	BPO #20746	\$14,506.50

[Handwritten Signature]

09/08/2022

Exec. Cabinet Selection #36

Western First Aid and Safety, LLC

Invoice

Remit to:
 AUCA Western First Aid & Safety
 Lockbox
 P.O. Box 734514
 Dallas, TX 75373-4514

17501 W 98th St
 Pillar #44-24
 Lenexa KS 66219

Date	Invoice #
1/11/2023	74120

Bill To
 San Jose Evergreen Community College Dist
 40 South Market St
 San Jose, CA 95113


Ship To
 Evergreen Valley College
 3059 Yerba Buena Rd
 San Jose, CA 95135

P.O. Number	Terms	Due Date	Rep
	NET 30	2/10/2023	JD

Quantity	Item Code	Description	Price Each	Amount
67	TraumaBag2	First Aid Kit Emergency Response Trauma Bag Complete	187.50	12,562.50T
	Shipping	Shipping	74.89	74.89T

Subtotal	\$12,637.39
Sales Tax (9.25%)	\$1,168.96
Total	\$13,806.35

BPO #19973

Approval Signature 
Jose Chesmore (Jan 12, 2023 14:05 PST)
 ED Joseph Chesmore

Exec. Cabinet Selection #37

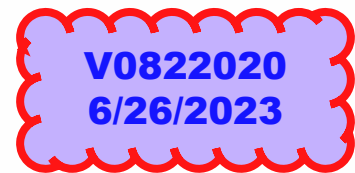
Okay to pay BPO B0021842
Allocation
\$12,000 GL 15-15-6621-22505-55100
\$6,000 GL 16-15-6497-00000-55100

FINAL INVOICE

TO: Dr. Maniphone Dickerson, Vice President -
Strategic Partnerships and Workforce Development

René Alvarez, Ph.D.
Dean, Academic Success & Student Equity

San José City College
2100 Moorpark Avenue
San Jose, CA 95128



FROM: David Trujillo
David F. Trujillo & Associates
4527 Habershaw Rd. NW
Albuquerque NM 87120


DATE: June 20, 2023

RE: Title V Application Development - Final Payment
BPO Number B0021842


In keeping with the agreement between San Jose City College (the College) and David F. Trujillo & Associates (the Consultants), whereby the Consultants will develop and deliver a complete and competitive Title V Part A application for the 2023 funding cycle, this constitutes the Full and Final Invoice under the agreement.

Work has been completed on the specified proposal development Tasks; accordingly, the agreement amount of **\$18,000** is now due and payable to the Consultants.

Please remit payment to the above address at your earliest convenience. Thank you.

Signature 
[Rowena Tomaneng \(Jun 21, 2023 09:34 PDT\)](#)
Dr. Rowena Tomaneng
President
San Jose City College

Date: 06/21/2023

Signature 
[Maniphone Dickerson \(Jun 21, 2023 10:37 PDT\)](#)
Dr. Maniphone Dickerson
Vice President, Strategic Partnerships &
Workforce Innovation
San Jose City College

Date: 06/21/2023

RECEIVED

By DS-ACCOUNTING DEPT SJ/ECCD at 8:20 pm, Jun 26, 2023

Exec. Cabinet Selection #38



American Association of Community Colleges
 One Dupont Circle, NW, Suite 700, Washington, DC, 20036, USA
 Phone: (202) 728-0200 Fax: (202) 833-2467

ANNUAL DUES NOTICE

Date: 20-Jan-2023
 Ship-To: 000000002352-0

Okay to pay \$11,864 BPO 21336 Order Number: 1000178283
 Order Date: 13-Sep-2022

Signature Rowena Tomaneng

San Jose-Evergreen Community College District
 Attn: Raul Rodriguez, Ph.D.
 Interim Chancellor
 40 S Market Street
 San Jose, CA 95113

Dr. Rowena Tomaneng
 President, San Jose City College

Date: 01/27/2023

Product	Fulfill Status	Status	Qty	Unit Price	Unit Discount	Coupon	Adjustment	Total
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2023 to 31-Dec-2023 Evergreen Valley College	Active	Proforma	1	12,007.00	0.00	0.00	0.00	12,007.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2023 to 31-Dec-2023 Evergreen Valley College	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
AACC/INST_MBR-AACC - Institutional Member 01-Jan-2023 to 31-Dec-2023 San Jose City College	Active	Proforma	1	11,789.00	0.00	0.00	0.00	11,789.00
AACC/PRES_ACADEMY-AACC - Presidents Academy Fee 01-Jan-2023 to 31-Dec-2023 San Jose City College	Active	Proforma	1	75.00	0.00	0.00	0.00	75.00
AACC/DISTRICT-AACC - Institutional Member - District Office 01-Jan-2023 to 31-Dec-2023	Active	Proforma	1	1,550.00	0.00	0.00	0.00	1,550.00

Shipping: 0.00

Total : 25,496.00

Paid To Date 0.00

Current Amount Due : 25,496.00



Please detach the lower portion and return it with your payment. Thank you.

Customer: 000000002352-0 San Jose-Evergreen Community College
 Order No.: 1000178283

Balance Due(USD): 25,496.00

Federal Tax ID: 53 0196569

Amount: _____

Send payments to: American Association of Community Colleges
 PO Box 75263
 Philadelphia, PA 19171



\$11,864.00

Exec. Cabinet Selection #39



Ocampo Law

Law Office of Arturo Ocampo
753 Marigold Way
San Marcos, CA 92078

aocampolaw@gmail.com

(760) 484-2034

**Personal And Confidential
Subject To Attorney Client Privilege**

March 31, 2023

Beatriz S. Chaidez, Ed.D.
Associate Vice Chancellor,
Human Resources
San Jose Evergreen Community College District
40 S. Market Street
San Jose, CA 95113

BPO #21533

Re: Invoice for General Legal Services

Dear Ms. Chaidez:


Beatriz Chaidez (Apr 4, 2023 11:45 PDT) 04/04/2023

Enclosed please find our billing which covers services from 3/1/23 through 3/31/23. The total amount for the one-month period is \$3,090. Services performed includes work on one internal investigation. Prompt payment of your total balance is appreciated. Payment may be sent to the above address. If there are any questions or concerns, please contact me directly.

The first page of this billing is a cover invoice identifying the total amount billed. Also enclosed is a confidential billing which includes a detailed and comprehensive statement. This second billing should be filed in a secure location.

Thank you for the opportunity to work with you and the District.

Sincerely,

Arturo Ocampo
Attorney at Law
Ocampo Law

Enclosure



Ocampo Law

Law Office of Arturo Ocampo
753 Marigold Way
San Marcos, CA 92078

aocampolaw@gmail.com

(760) 484-2034

Personal And Confidential Subject To Attorney Client Privilege

March 31, 2023

Beatriz S. Chaidez, Ed.D.
Associate Vice Chancellor,
Human Resources
San Jose Evergreen Community College District
40 S. Market Street
San Jose, CA 95113

In Reference To: General Legal Services
Client: SJECCD

Current balance due for March 2023: \$3,090

Detailed Legal Services Provided for March 2023

District	Date	Case ID	Activity	Rate	Time Spent
SJECCD	3.1.23	Invest	Investigative report: added exhibits, revised/edited discussion section 4, edited/revised findings, conclusion, background sections.	\$200	3
SJECCD	3.2.23	Invest	Investigative report: added/organized exhibits, revised/edited discussion section 4.	\$200	2
SJECCD	3.6.23	Invest	Investigative report: made changes to exhibits, added exhibits, incorporated new information including reimbursements for Pratt, added retaliation comment, proofread entire document, made minor changes. Emails with Lisa, sent Calderon follow-up questions.	\$200	3
SJECCD	3.10.23	Invest	Prepped and conducted interview. Drafted statement.	\$200	0.75
SJECCD	3.11.23	Invest	Investigative report: Reviewed supplemental responses from Pratt, integrated answers into report, integrated statements into report.	\$200	2
SJECCD	3.14.23	Invest	Received responses to additional questions and docs, reviewed and incorporated additional information into report. Email correspondence with re clarification. Added additional exhibit 18 to report and exhibits, reviewed and edited report.	\$200	2.7

SJECCD	3.15.23	Invest	Added additional exhibit 19 to report and exhibits. Email correspondence with [REDACTED] and [REDACTED]. Revised and edited report	\$200	2
SJECCD	3.16.23	Invest	Invest report: Phone meeting with [REDACTED] shared additional information, incorporated additional info into report, edited findings, conclusion, and class cap section of report.	(\$200) No Charge	3
SJECCD	3.17.23	Invest	Invest report: received second set of supplemental responses from [REDACTED] incorporated them into report (class cap finding and conclusion sections), email to Beatriz, phone conversation with Lisa.	(\$200) No Charge	2.75
SJECCD	3.22.23	Invest	Invest report: Final review and editing.	(\$200) No Charge	1.75
SJECCD	3.30.23	Invest	Zoom meeting w/ Owens and Dr. Chaidez, discussed [REDACTED] report.	(\$200) No Charge	1

Exec. Cabinet Selection #40

Benetrac

REQUEST FOR WARRANT

MAKE PAYABLE TO:

BeneTrac - Lockbox #732954
PO Box 732954
Dallas, TX 75373-2954

ACCOUNT NUMBER 10-99-6731-65104-55100

VENDOR CODE _____

EXPLANATION		AMOUNT
<u>BeneTrac Billing Info March - 23</u>		
<u>ACTIVE EMPLOYEES</u>	870	\$2,610.00
TOTAL		\$ 2,610.00

REVIEWED - RECOMMEND PAYMENT

Michelle McKay
Michelle McKay, Benefits Coordinator

Date 03/07/2023

PAYMENT APPROVED:

BC
Beatriz Chaidez (Mar 7, 2023 09:49 PST)
Beatriz Chaidez, Assoc. V.C., Human Resources

Date 03/07/2023



Lockbox #732954
 PO Box 732954
 Dallas, TX 75373-2954

INVOICE

Date	Invoice #
03/01/2023	957477

Bill To
11/11 San Jose Evergreen CC, District 40 S Market St San Jose CA 95113

Customer #	Terms
B000002311	Net 15

Description	Qty	Rate	Amount
Employees for San Jose Evergreen C. C. District, 3/2023	870	3.000	2,610.00

Thank you for your business!	Sales Tax	\$0.00
Please note: We now accept Credit Cards and check by phone as payment options. Please contact us at 1-866-436-4813 to process your payment.	Total Charges	\$2,610.00
	Payments/Credits	\$0.00
	Balance Due	\$2,610.00

PLEASE DETACH AND RETURN THIS PORTION WITH REMITTANCE

Go Green! Invoices received by email will no longer be accompanied by a hard copy.

CUSTOMER #	INVOICE #	DUE DATE	AMOUNT DUE
B000002311	957477	03/16/2023	\$2,610.00

Application Number: 957477

AMOUNT ENCLOSED \$

To ensure that your payment is properly credited to your account,
Please provide all customer and invoice numbers on your check.

MAKE CHECKS PAYABLE TO:

San Jose Evergreen CC, District
 40 S Market St
 San Jose CA 95113

BeneTrac
 Lockbox #732954
 P.O. Box 732954
 DALLAS, TX 75373-2954