

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001089046**  
**CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
09/20/2016	2 - 10/28/2016	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
1008607 HANEYB SHEWMAKERN	04ADMN	

**Supplier:** 0000036986  
 HAMPTON INN & SUITES  
 155 PLACERVILLE ROAD  
 FOLSO M CA 95630

email:

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-8798  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CONFERENCE ROOM RENTAL ON SEPTEMBER 30, 2016	1.00 EA	900.00	900.00	09/16/2016
2- 1	LCD PROJECTOR PACKAGE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016	1.00 EA	250.00	250.00	09/16/2016
3- 1	COFFEE SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 10 GALLONS AT \$12.00 PER GALLON + 8% SALES TAX & 20% GRATUITY	2.00 EA	12.00	24.00	09/26/2016
4- 1	TEA SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 5 AT \$10.00 EACH + 8% SALES TAX & 20% GRATUITY	1.00 EA	10.00	10.00	09/26/2016
5- 1	MUFFIN & DANISH SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 8 DOZEN AT \$14.00 PER DOZEN + 8% SALES TAX & 20% GRATUITY	8.00 EA	14.00	112.00	09/26/2016
6- 1	20% GRATUITY FOR FOOD & BEVERAGE SERVICES ON SEPTEMBER 30, 2016 (PO LINES 3 - 5)	1.00 EA	29.20	29.20	09/20/2016

CONFERENCE ROOM & LCD PROJECTOR RENTAL WITH FOOD & BEVERAGE SERVICE ON SEPTEMBER 30, 2016 FOR FOLSOM LAKE COLLEGE STUDENT SERVICES & SUCCESS PROGRAM RETREAT.

PER ATTACHED HAMPTON INN & SUITES MEETING ROOM AGREEMENT & QUOTE DATED 09/07/16

10/31/2016 PER J.HARMAN - REDUCE QUANTITY ON LINE# 3 TO 2 - REDUCE QUANTITY ON LINE# 4 TO 1 - CHANGE AMOUNT ON LINE #6 TO \$29.20 - NEW PO TOTAL \$1,336.88 - NTS

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Authorized Signature

on Total PO

Amount Page

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001089046  
 CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
09/20/2016	2 - 10/28/2016	2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
1008607 HANEYB SHEWMAKERN	04ADMN	

**Supplier:** 0000036986  
 HAMPTON INN & SUITES  
 155 PLACERVILLE ROAD  
 FOLSO M CA 95630

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	----------	-----	----------	--------------	----------

<b>Sub Total Amount</b>	1,325.20
<b>Sales Tax Amount</b>	11.68
<b>Total PO Amount</b>	1,336.88

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	11	FL.VS.DIVU	60100	00000	041A	1,336.88	2017

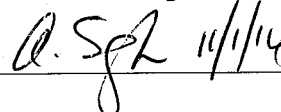
0001008607HARMANJ16-SEP-2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## Purchase Order / Change Order Request

(One PO per Request)

PO # 0001089046

Request Date: 10/28/16

College/Dept.: FLC/SS

Vendor Name HAMPTON INN & SUITES

Reduce Quantity on Line# 3 to 2

Reduce Quantity on Line# 4 to 1

Change Amount on Line #6 to 29.80

Lines 1, 2 and 6 are not taxable

Lines 3, 4, and 5 are taxable

New PO Total \$1,336.88

OTHER: Per AOPS to match invoice #H753

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001089046**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 09/20/2016	<b>Revision</b> 1 - 09/23/2016	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1008607 HANEYB SHEWMAKERN		<b>Location / Dept</b> 04ADMN

**Supplier:** 0000036986  
 HAMPTON INN & SUITES  
 155 PLACERVILLE ROAD  
 FOLSO M CA 95630

email:

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

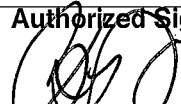
Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CONFERENCE ROOM RENTAL ON SEPTEMBER 30, 2016	1.00 EA	900.00	900.00	09/16/2016
2- 1	LCD PROJECTOR PACKAGE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016	1.00 EA	250.00	250.00	09/16/2016
3- 1	COFFEE SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 10 GALLONS AT \$12.00 PER GALLON + 8% SALES TAX & 20% GRATUITY	10.00 EA	12.00	120.00	09/26/2016
4- 1	TEA SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 5 AT \$10.00 EACH + 8% SALES TAX & 20% GRATUITY	5.00 EA	10.00	50.00	09/26/2016
5- 1	MUFFIN & DANISH SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 8 DOZEN AT \$14.00 PER DOZEN + 8% SALES TAX & 20% GRATUITY	8.00 EA	14.00	112.00	09/26/2016
6- 1	20% GRATUITY FOR FOOD & BEVERAGE SERVICES ON SEPTEMBER 30, 2016 (PO LINES 3 - 5)	1.00 EA	56.40	56.40	09/20/2016

CONFERENCE ROOM & LCD PROJECTOR RENTAL WITH FOOD & BEVERAGE SERVICE ON SEPTEMBER 30, 2016 FOR FOLSOM LAKE COLLEGE STUDENT SERVICES & SUCCESS PROGRAM RETREAT.

PER ATTACHED HAMPTON INN & SUITES MEETING ROOM AGREEMENT & QUOTE DATED 09/07/16

Sub Total Amount	1,488.40
Sales Tax Amount	42.56
Total PO Amount	1,530.96

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature  
  
 9/23/16

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001089046**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
09/20/2016	1 - 09/23/2016	2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
1008607 HANEYB SHEWMAKERN	04ADMN	

**Supplier:** 0000036986  
 HAMPTON INN & SUITES  
 155 PLACERVILLE ROAD  
 FOLSO M CA 95630

**email:**

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	----------	-----	----------	--------------	----------

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>Year</u>
GENFD	5200	11	FL.VS.DIVU	60100	00000	041A	1,530.96	2017

0001008607HARMANJ16-SEP-2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature  
 Authorized Signature  
 on Total PO  
 Amount Page

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Requisition

**Supplier:** HAMPTON INN & SUITES  
 155 PLACERVILLE ROAD  
 FOLSO M CA 95630  
 United States

0000036986

**email:**

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID:	Date	Page
0001008607	09/07/2016	1
Requisition Name: HAMPTON INN & SUITES		
Requester Brenda Haney		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CONFERENCE ROOM RENTAL ON SEPTEMBER 30, 2016	1	EA	900.00	900.00	
2-1	LCD PROJECTOR PACKAGE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016	1	EA	250.00	250.00	
3-1	COFFEE SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 10 GALLONS AT \$12.00 PER GALLON + 8% SALES TAX & 20% GRATUITY	10	EA	12.00	120.00	
4-1	TEA SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 5 AT \$10.00 EACH + 8% SALES TAX & 20% GRATUITY	5	EA	10.00	50.00	
5-1	MUFFIN & DANISH SERVICE FOR CONFERENCE ROOM ON SEPTEMBER 30, 2016 8 DOZEN AT \$14.00 PER DOZEN + 8% SALES TAX & 20% GRATUITY	8	EA	14.00	112.00	
6-1	20% GRATUITY FOR FOOD & BEVERAGE SERVICES ON SEPTEMBER 30, 2016 (PO LINES 3 - 5)	1	EA	56.40	56.40	

Total Requisition Amount: 1,488.40

CONFERENCE ROOM & LCD PROJECTOR RENTAL WITH FOOD & BEVERAGE SERVICE ON SEPTEMBER 30, 2016 FOR FOLSOM LAKE COLLEGE STUDENT SERVICES & SUCCESS PROGRAM RETREAT.

PER ATTACHED HAMPTON INN & SUITES MEETING ROOM AGREEMENT & QUOTE DATED 09/07/16

Rental Subtotal = \$1,150.00 (Lines 1 non taxable, Line 2 taxable)  
 Food Service 20% Gratuity = \$ 56.40 (Lines 3, 4, 5 - all taxable)  
 Total 8% Sales Tax = \$ 42.56 (for Lines 2-5)

PO TOTAL = \$1,530.96

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5200	11	FL.VS.DIVU	60100	00000	041A	1,488.40

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------







we love having you here ®



155 Placerville Road  
Folsom, CA 95630

(916) 235-7744 Hotel Line  
(916) 235-7748 Fax Line  
(916) 235-7746 Sales Line  
[www.folsomsuites.hamptoninn.com](http://www.folsomsuites.hamptoninn.com)

September 6th, 2016

Melanie Dixon  
Dean of Student Success  
10 College Parkway  
Folsom, CA 95630

Dear Ms. Dixon,

Thank you very much for choosing the Hampton Inn & Suites Folsom as your host hotel for the FLC Student Services & Success Retreat. Below you will see the details for your event.

### Meeting Room Agreement: 9.30.16

**Organization/Group Name:** FLC Student Services & Success Programs Retreat-9.30.16

**Telephone Number:** 916.608.6768

**Fax Number:** 916.608.6732

**Email:** melanie.dixon@flc.losrios.edu

**On-site Contact:** Melanie Dixon

#### Meeting room & rates:

Dates	Room Name	Time	Number of People	Room Set up	Room Rental
Fri. 9.30.16	Sutter/Nimbus Folsom	8:00am-6:00pm	110	Banquet	\$900

#### Event Details:

Food & Beverage	Price	A/V Equipment	Price
Coffee	\$12 per gallon	LCD package	\$250
Water	Comp.		
Assort. Danish	\$14 per dozen		

\*\* All food & beverage is subject to a 20% Gratuity and 8% Sales Tax and A/V will be subject to a 8% Sales Tax\*\*

\*\*\*The client can bring in their own food and beverage at their own risk- Hampton Inn & Suites Folsom is not liable for any food borne illnesses\*\*\*

#### Set-up Arrangements:

We request that meeting room set-up requirements, audio-visual needs, and any other requested arrangements be provided no less than 3 days prior to the function.

Changes made to the meeting room set up within 24 hours prior to arrival, will be subject to rush charges ranging from \$50.00 to \$100.00. \_\_\_\_\_ **(Initial)**

The selection of the banquet or meeting room is based on the anticipated number of guests and the function requirements at the initial booking. In the event such requirements change, we reserve the right to transfer the function to a room of suitable size.

Meeting room functions conclude at 11:00PM, and the meeting rooms must be vacated at this time. At 10:45PM a hotel representative will remind the group of this policy. \_\_\_\_\_ **(Initial)**

### **Terms & Conditions:**

1. **Cancellation Policy:** Meeting room reservations must be cancelled at least 7 business days prior to the scheduled starting time. All cancellations must be made directly with the Sales Department. Failure to comply with this will result in a charge of 50% of the room rental. The Hotel must obtain confirmation from your company by email or phone call prior to the 7 business day notice.
2. **Contracted parties with a deposit:** If the patron cancels or otherwise terminates or breaches the Agreement, unless the Hotel has been able to re-book Patron's room for a party of equal size, the Hotel shall be entitled to retain the deposit amount.
3. The Hampton Inn & Suites reserves the right to impose a service charge on any group for extraordinary labor and set-up time, damages, excessive clean-up and other category above and beyond the normal range of planned functions.
4. Any materials or packages for meetings may not be delivered more than 48 hours prior to scheduled function time. Storage space is limited and we have the right to refuse acceptance of such packages if delivered earlier. All deliveries must be sent to the attention of the Manager, and must also be labeled with the Company/Meeting name and date of the function.
5. This agreement shall not be effective until accepted by the Manager.

### **Audio Visual Equipment Rental Request**

1. The Client must initial next to all requested Audio Visual equipment that the Hotel should provide the day of the meeting or event, and, where applicable, quantities must be listed
2. The Hotel will not be responsible for equipment unavailable on the day of the meeting or event if the Client has not completed this "Audio Visual Equipment Rental Request" section.
3. The list of Audio Visual equipment below the Hotel has to provide is full and complete. If the Client requires additional equipment not listed below, the Hotel will outsource the rentals to an outside vendor with a formal request by the Client to the Hotel.
  - a. All rentals outsourced are subject to the rates and policies of the outside vendor.
4. The Client can bring in audio visual equipment.
5. Changes/additional requests to this "Audio Visual Equipment Rental Request" portion must be communicated to the Sales Department no later than 72 hours prior to the meeting or event start time. All changes/additional requests made later than this time are not guaranteed for use during the meeting or event.

**See next page for AV Request Sheet:**

Meeting Contact Initials	A/V Equipment/Packages	Quantity (if applicable)	Price (Per Day)
	LCD Projector		\$250
	Projection Screen		\$100
	LCD/Screen Package		\$300
	TV		\$100
	VCR/DVD player		\$150
	TV/VCR/DVD Combo		\$200
	Microphone		\$100
	Whiteboard w/markers		\$30
	Easel		\$15
	Post-it Flipchart Pad		\$30
	Regular Flipchart Pad		\$20
	Flipchart Package <small>(includes easel, flipchart markers &amp; pad)</small>		\$40
	Post-it Flipchart Package <small>(includes easel, flipchart markers &amp; pad)</small>		\$50
	Extension cords/Power strips Combo		\$5
	Conference phone (POLYCom)		\$100
	Extension Cord or Power Strips		\$3

If no Audio Visual equipment is required from the hotel initial here: \_\_\_\_\_

**Billing Arrangements:** Master billing on a credit card authorization form.

1. If direct billing is desired, it will be necessary to furnish a credit application, which is subject to approval.
2. If your group is tax exempt, please provide a copy of the tax-exempt letter from the State of California 7 days prior to your function. A tax identification number is not valid proof of exemption status.

To guarantee rates quoted, availability of meeting rooms requested and all other terms, this contract must be signed and returned to the hotel within 10 business days or the rooms may be cancelled without prior notice.

I have read the above contract and the hotel's group booking policies on the back and agree to the terms and conditions.

**Melanie Dixon**  
Dean of Student Success

**Elena White/Sales**  
Hampton Inn & Suites

Signature: \_\_\_\_\_

Hotel Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## 3<sup>rd</sup> Annual Student Service & Success Programs Retreat Agenda

September 30, 2016 from 10:00 am – 4:30 pm

Hampton Inn & Suites

155 Placerville Rd Folsom, CA 95630

- 10:00-10:30 **Check-in** and enjoy morning refreshments
- 10:30-10:40 **Welcome to Folsom Lake College**  
*Rachel Rosenthal, President of Folsom Lake College*
- 10:40-10:55 **Agenda Overview and AUP/4DX**  
Kate Jaques  
Review of the day's activities. Provide overview of new Annual Unit Planning Timeline and introduction of 4DX as a framework for strategic planning.
- 10:55-11:15 **SSSP and Success Program Updates**  
Dean Dixon
- 11:15-11:30 **High FIVE Activity – Ice Breaker**  
Libby & Emma
- 11:30-12:20 **Connecting the Dots – Case Study**  
Vonnie & Ian
- 12:20-12:30 **Orientation Update**
- 12:30-1:30 **Lunch**
- 1:30-2:00 **Deep Listening Exercise**  
Hannah, Juan & Eddie
- 2:00-2:20 **SEP and Student Services Updates**  
Dean Gibson
- 2:00-3:10 **Equity Activity**  
Valerie & Andrea
- 3:10-3:40 **Flyswatter Activity – Report Outs**  
Vonnie & Cody
- 3:40-4:30 **Closing & Photos**  
Kate Jaques

Ariana Ross	Clerk II	CalWORKs (California Work Opportunity and Responsibility to Kids), Extended Opportunities Programs & Services (EOPS) / CARE
Destynee Reeve	Peer Mentor	First Year Experience / Summer Bridge
Brenda Wamala	Admissions & Records Clerk III/ DSO	Admissions & Records
Yelena Piskun	Adjunct Counselor	Counseling, Disabled Students Programs & Services (DSPS)
Vonnie Bielefield	Career and Transfer Ce	Career & Transfer Services Center
Valerie Chueh	Administrative Assistant to Dean Gibson & Dean Dixon	Student Services & Student Success
Andrea Roberge	DSPS Counselor	Disabled Students Programs & Services (DSPS)
Lelia Marks	Student Assistant	Career & Transfer Services Center
Miriam Javier	Counselor	Academic Planning Session (APS), Counseling, Athletic
Amy Jones	Adjunct Counselor/CTE Transitions Coordinator	Academic Planning Session (APS), Counseling, Outreach, CTE Pathways
Alicia Doxon	Administrative Assistant II (Temp)	Administration-VPSS
Christine Wurzer	Admissions & Records Supervisor	Admissions & Records
Elyn Dushane	Admissions and Records Student Help	Admissions & Records
Gayle Brown	Evaluator II	Admissions & Records
Haley Thomas	Student Help	Admissions & Records
Kaleen Armstrong	Evaluator I	Admissions & Records
Lupe Martinez	Admissions & Records Clerk III	Admissions & Records
Rochelle Franco	Evaluator/Degree Auditor	Admissions & Records
Stephanie Altrock	Admissions and Records Clerk	Admissions & Records
Tatiana Stefanco	Admissions & Records Clerk II	Admissions & Records
Bernard Gibson	Dean Student Services	Admissions & Records, CalWORKs (California Work Opportunity and Responsibility to Kids), Disabled Students Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS) / CARE, Financial Aid, Health & Wellness Services, Outreach, Student Life, Veterans Success Center
Tracy Hemmenway	Educational Center Assistant	Admissions & Records, Counseling
Ken Walker	Veterans Success Center SPA	Admissions & Records, Veterans Success Center
Renee Hyder	Assessment Coordinator	Assessment
Sheri Grassinger	Clerk II - Assessment	Assessment

Sharisse Estomo	Student Services Supervisor	CalWORKs (California Work Opportunity and Responsibility to Kids), Disabled Students Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS) / CARE
Karen Palomares	EOPS/CARE/CalWORKs Student Personnel Assistant	CalWORKs (California Work Opportunity and Responsibility to Kids), Extended Opportunities Programs & Services (EOPS) / CARE
Karla Lozano	SPA	CalWORKs (California Work Opportunity and Responsibility to Kids), Extended Opportunities Programs & Services (EOPS) / CARE
Kelly McGhee	Counselor/Instructor	Career & Transfer Services Center, Counseling, Human & Career Development (Instruction)
Dave Hill	Counselor	Counseling
Dawn Siracusa	Counseling Supervisor	Counseling
Deena Schmalz	Counseling Clerk II	Counseling
Grace Clanton	Counseling Clerk II	Counseling
Inna Tikhonov	Counselor	Counseling
Kasaundra Schuenke	Counseling Clerk II	Counseling
Kou Yang	Adjunct Counselor	Counseling
Lishia Rahman-Jackson	Adjunct Counselor	Counseling
Lucia Piedra	Counselor	Counseling
Mark Garrett	General Counselor	Counseling
Michelle Madden	Counselor	Counseling
Tony Crosser	Adjunct Counselor	Counseling
Yolanda Miranda	Adj Counselor	Counseling
Camille Snow	Adjunct Counselor	Counseling, Program for Academic Success & Support (PASS)
Jill Morrison	PASS Counselor	Counseling, Program for Academic Success & Support (PASS)
Christy Pimental	DSPS- SPA	Disabled Students Programs & Services (DSPS)
Diana Ryan	DSPS-SPA	Disabled Students Programs & Services (DSPS)
Jessica Mendoza	DSPS Clerk	Disabled Students Programs & Services (DSPS)
Natalia Stadric	Student Worker	Disabled Students Programs & Services (DSPS)
Tim McHargue	DSPS-Cordinator	Disabled Students Programs & Services (DSPS)
Alina Quintana	SPA temp	Extended Opportunities Programs & Services (EOPS) / CARE
Delayna Reed	EOPS Peer Mentor	Extended Opportunities Programs & Services (EOPS) / CARE
Libby Cook	EOPS Coordinator	Extended Opportunities Programs & Services (EOPS) / CARE
Allyson Wright	Financial aid FWS	Financial Aid
Andrian Stadnic	FWS Financial aid	Financial Aid
Brittney Anderson	Financial Aid Clerk II	Financial Aid

Inderpal Pamma	Temporary Financial aid Clerk I	Financial Aid
Jonathan Miranda	Financial Aid Officer	Financial Aid
Shuchi Sood	Temp	Financial Aid
Theng Moua	Financial Aid Officer	Financial Aid
Austin French	Peer Mentor	First Year Experience / Summer Bridge
Hunter Green	Peer Mentor	First Year Experience / Summer Bridge
Juan J. Flores	SSSP Coordinator/HCD Department Chair	First Year Experience / Summer Bridge
Kylie Kee	Peer Mentor	First Year Experience / Summer Bridge
Nanci Vazques	Peer Mentor	First Year Experience / Summer Bridge
Mary Hansen	College Nurse	Health & Wellness Services
Andrea Fuertes	Outreach Specialist	Outreach
Wyatt Nelson	Peer Mentor	Peer mentor
addie bardini	Student employee	Welcome & Student Success Center
Alma Aguilar	Student staff	Welcome & Student Success Center
Angie Williams	SSSP-Specialist (WSSC)	Welcome & Student Success Center
Cody Mitchell	student help	Welcome & Student Success Center
Daniel Garza	Garza	Welcome & Student Success Center
Eddie Pimentel	Student Employee	Welcome & Student Success Center
Emmai Jacobs	Student employee	Welcome & Student Success Center
Justin McMasters	student help	Welcome & Student Success Center
Vadim Makhnovskiy	student help	Welcome & Student Success Center
WaYung Chiu	Clerk I (WSSC)	Welcome & Student Success Center
Elena Moldovan	FWS Student	Financial Aid
Gen Siwabessy	Student Life Supervisor	Academic Planning Session (APS), Student Life
Rebecca Withey	Educational Media Design Specialist	Disabled Students Programs & Services (DSPS)
Cameron Bell	Student Ambassador	Academic Planning Session (APS), Student Life
Rene Martinez Reyes	Student Ambassador	Academic Planning Session (APS), Student Life
Courtney Couch	Student Ambassador	Academic Planning Session (APS), Student Life
Iveth Lopez Obeso	Student Ambassador	Academic Planning Session (APS), Student Life
Meiqing Li	Student Ambassador	Academic Planning Session (APS), Student Life
Nelea Banari	FWS Student	Financial Aid
Alex Dubinets	Clerk 2	Admissions & Records
Gina Lorenzo	Adjunct Counselor	Counseling
Hannah Blodgett	Orientation Specialist	Orientation
Melanie Dixon	Dean of Student Success	Academic Planning Session (APS), Advise 5,
Camille Snow	Counselor	Counseling, Program for Academic Success
Ruth C. Nielsen	Adjunct Instructor	First Year Experience / Summer Bridge, Hum

Doris Parker	Temp Classified Financi	Financial Aid
Brenda Osorio	Temporary Clerk I	Welcome & Student Success Center
Jessica Shults	Peer Mentor	First Year Experience / Summer Bridge
Johnny Huynh	Temp. Clerk II	Welcome & Student Success Center
Lishia Rahman-Jackson	Counselor	Counseling
Katie Kelly	Student Ambassador	Academic Planning Session (APS), Student Life
Amy Flynn	Temp Classified Evaluator 1	Admissions & Records
Aparna Agarwal	Student Personnel	Assessment
Nooshin Padash	SPA	Disabled Students Programs & Services (DSPS)
Kim Toledo	EOPS, SPA	Extended Opportunities Programs & Services (EOPS) / CARE
Annie Fuller	Assistant Financial Aid Officer	Financial Aid
Ali Padash	Financial Aid Supervisor	Financial Aid
Irina	FAO	Financial Aid
Taylor Zenobia	Peer Mentor	First Year Experience / Summer Bridge, Student Life
Ian Kane Callender	Student Help	Welcome & Student Success Center
Jian Alsarrai	DSPS Student Personnel Assistant	Disabled Students Programs & Services (DSPS)
Kate Jaques	Vice President (Int.)	Student Services