

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001104163

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

|                       |                 |            |
|-----------------------|-----------------|------------|
| Date                  | Revision        | Page       |
| 03/11/2019            |                 | 1          |
| Payment Terms         | Freight Terms   | Ship Via   |
| NET 30                | Shipping Point  | Best Metho |
| Reference:            | Location / Dept |            |
| 1017534 BROWND HANEYB | 04ASPH43 STUSVC |            |

Supplier: 0000039757  
BROWN DAVIN  
C/O FOLSOM LAKE COLLEGE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

email:

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     | REIMBURSEMENT: FOOD FOR FLEX WEEK<br>COUNSELING MEETING ON 01/18/19. | 1.00 EA      | 129.95   | 129.95       | 03/11/2019 |

ATTENDEES:  
DAVIN BROWN  
RONDA CALLAWAY  
CHRIS CLARK  
ELLEN HOLMSEN  
MARIAM JAVIER  
AMBER LONGHITANO  
MICHELLE MADDEN-NANN  
JILL MORRISON  
LUCIA PIEDRA-WALSH  
MICHAEL TAVARES  
INNA TIKHONOV  
KOU YANG

ATTACHMENTS: PANERA BREAD ORDER & RECEIPT, FLEX COUNSELING AGENDA AND FLYER

|                  |        |
|------------------|--------|
| Sub Total Amount | 129.95 |
| Sales Tax Amount | 0.00   |
| Total PO Amount  | 129.95 |

| BU    | Acct | Fd | Org        | Prog  | Sub   | Proj | Amount | BYear |
|-------|------|----|------------|-------|-------|------|--------|-------|
| GENFD | 5200 | 11 | FL.VS.OFFC | 60100 | 00000 | 051C | 129.95 | 2019  |

0001017534CHAVEZA01-MAR-2019

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.

## 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:** BROWN DAVIN  
C/O FOLSOM LAKE COLLEGE  
10 COLLEGE PKWY  
FOLSOM CA 95630  
United States

0000039757

**email:**

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

|                                  |            |              |             |
|----------------------------------|------------|--------------|-------------|
| <b>Business Unit:</b>            |            | <b>GENFD</b> | <b>OPEN</b> |
| Req ID:                          | Date       | Page         |             |
| 0001017534                       | 02/27/2019 | 1            |             |
| Requisition Name:                |            |              |             |
| BROWN DAVIN - REIMBURSMENT       |            |              |             |
| Requester                        |            | Bldg#        |             |
| Davin Brown                      |            | STUSVC       |             |
| Requester Signature              |            |              |             |
| Buyer: Brenda Haney              |            |              |             |
| Approved:                        |            |              |             |
| Entered By: KRAVCHUA 27-FEB-2019 |            |              |             |

| Line-Schd | Description   | Quantity | UOM | Price  | Extended Amt Due Date |
|-----------|---|----------|-----|--------|-----------------------|
| 1-1       | MEAL REIMBURSMENT;<br>COUNSELING MEETING - 01/18/19 FLEX<br>WEEK  | 1        | EA  | 129.95 | 129.95                |
|           | ATTENDEES:<br>DAVIN BROWN<br>RONDA CALLAWAY<br>CHRIS CLARK<br>ELLEN HOLMSEN<br>MARIAM JAVIER<br>AMBER LONGHITANO<br>MICHELLE MADDEN-NANN<br>JILL MORRISON<br>LUCIA PIEDRA-WALSH<br>MICHAEL TAVARES<br>INNA TIKHONOV<br>KOU YANG |          |     |        |                       |

129.95 Sub-total  
0.00 Est. tax

Total Requisition Amount: 129.95

FLEX COUNSELLING MEETING AGENDA, PANERA BREAD RECEIPT AND LUNCH ORDER FORM.

|           |             |           |            |             |            |             |               |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|
| <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.OFFC | 60100       | 00000      | 051C        | 129.95        |

|                    |                    |                    |
|--------------------|--------------------|--------------------|
| Approval Signature | Approval Signature | Approval Signature |
|--------------------|--------------------|--------------------|

Phone: 916-984-4953

**Accuracy Matters,**

Your order should be correct every time.  
If it's not, we'll fix it right away, and  
give you a free treat for your trouble.  
Just let any associate know.

1/18/2019

9:33:05 AM

Check Number: 609684 Cashier: Sabrina

- ① 1 You Pick 2  
1 Cup Turkey Chili 5.19  
1 1/2 Chx FujiApl Sal 5.79  
1 Lg Soda 2.99  
1 Apple
- ② 1 Asian Sesame Chx Sal 9.19  
1 Chips
- ③ 1 Cuban Panini 9.99  
1 Chips
- ④ 1 Napa Almd ChxSal Sdw 8.19  
1 Chips
- ⑤ 1 Grn Goddess Cobb Chx 10.69  
1 French Baguette
- ⑥ 1 Lentil Quinoa Chx Bwl 9.99  
1 No Add On  
1 French Baguette
- ⑦ 1 You Pick 2  
1 1/2 Goddess Cobb Chx 6.19  
1 1/2 Tky Apl Chdr Sdw 6.09  
1 Chips
- ⑧ 1 SW Chile Chx Sal 11.49  
1 Apple
- ⑨ 1 Grn Goddess Cobb Chx 10.69  
1 Apple
- ⑩ 1 RstTky Apl Chdr Sdw 9.99  
1 Chips
- ⑪ 1 Chptl Chx Avo Melt 9.59  
1 Chips
- ⑫ 1 BLT Rst Tky Avc Sdw 10.49  
1 Chips

SubTotal 126.55

Tax 3.40

Total 129.95

Visa 129.95

Acct:XXXXXXXX4923

AuthCode:011809

Trans#:112C71

Visa 129.95

Log in at PaneraBread.com.

You are 2 visits away from your next reward

MyPanera Member: xxxxxxxxxxxx87128

MyPanera Offers Earned:

Visits to Next Reward: 2

www.panerabread.com

Customer

PICK-UP

DAVIN BROWN - REQ # 40475



# FLEX Counseling Meeting Agenda

Friday, January 18, 2019

11:00a.m. – 11:50a.m.

FL3-165 (Note: Room Change)

(Lunch will be provided)

**Attendance:** Chris Clark, Michelle Madden, Lucia Piedra-Walsh, Jill Morrison, Miriam Javier, Ellen Holmsen, Amber Longhitano, Tim McHargue(out), Inna Tikhonov, Michael Tavares, Kou Yang, Ronda Callaway.

- **Congratulations and Welcome!** (Davin)
- **Introductions/Ice Breaker** (Inna)
- **Team Building Activity** (Davin)

## Future Meetings Agenda Items:

- 2/27 @1-2pm Davin, Advanced Ed, Student Appt. Options
- Department Liaison list update (Inna)
- CSUS Counselor Conference February 13<sup>th</sup> (move to 2/4?), March 13<sup>th</sup> (Inna)
- ETC Conference May 17<sup>th</sup> – conflicts w/AE (Inna/Ronda)
- Pathways /Mapping-ongoing
- Any updates/Announcements/Questions
- SLO Committee (Jill)
- March 27<sup>th</sup> -meeting moved to FL1-8
- APS – keep outreach posted need facts
- VA Ed plan – electronic version
- Case management -ongoing
- Committees assignments review
- Financial Aid – run denials or not? (Currently district not running)
- Ad Astra – (Amber, Carol)
- **Caroline Peretti, M.A.**
- **CSUS International Admissions Specialist – February 13<sup>th</sup> at 2pm-2:20/2:30pm (confirmed 11/6/18)**
- GCU University present-Ashley –move to Sp'19 due to maternity leave
- Kurt Tautenhan Sp'19(contact Kurt in January) Southern New Hampshire University

Agenda  
PURPOSE:  
TO introduce new  
Faculty members  
& smooth transition to job

- OEI team Cranium Café launch OIE/ (Miriam, Jill, Chris? Inna?)
- Vision for Success Goals (see Davin's email)
- High Point Training
- Adjunct counselors – training, updates, about new changes Math/English etc., allow IGETC certs, Degrees + FACA override, GE vs Dept. course subs
- Articulation updates – reading competency
- Online certificate – Carol update (February meeting-tbd)
- Career Assessment-TBD
- CSUS international student admission – Sp'19 – TBD.
- CSUS – Jacqueline Jang, Senior Program Coordinator, Academic Programs – invite
- A&R/Counseling support staff retreat-Sp'19
- **Counseling retreat –Sp'19**
- **A&R/Counseling support staff retreat-Sp'19**
- English Dept. Semesterly Visit
- Math Dept. Semesterly Visit
- Dave Hill –Ellen's home (date?) –Jill



# What's Happening Spring 2019

## Professional Development Opportunities:

- **CSUS Conference Spring 2019** -this free conference is open to anyone who advises and educates students about Sacramento State. Lunch will be provided. **Both days fall during our counseling meetings.**
  - Wednesday, February 13th
    - (Attending: February 13<sup>th</sup>- Chris, Jill, Michelle, March 13<sup>th</sup> -Amber)
  - Wednesday, March 13th Time: 8:00AM – 2:00PM  
Location: Sacramento State 6000 J Street Sacramento, CA 95819
- **LRCA Conference March 19<sup>th</sup> 8:30-3PM** Location –TBD
- **Ensuring Transfer Success (ETS) Conferences 2019** Friday, May 17 – Sacramento, CA  
(attendees: Jill, Lucia, Inna)

**Mapping future meetings:** 2<sup>nd</sup> Fridays at 10:30am in FL3 165

- January 18<sup>th</sup> (Spring Convocation Equity & Pathways) 1-2:30pm
- February 8<sup>th</sup>
- March 8<sup>th</sup>
- April 12<sup>th</sup>
- May 10<sup>th</sup>

## Future Meeting Dates

### **Wednesdays**

(2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month)

**Time: 1:00pm -2:55pm**

**Where: FL3-165**

### **SPRING 2019**

January 18(flex)  
February 13/4<sup>th</sup>? & 27  
March 13 and 27(FL1-8)  
April 10 and 24  
May 8 and 22

### **Summer/Fall 2019**

**TBD**

## Lunch Order Form

**FRIDAY, 01.18.19 - 11:00 AM - 11:50 AM in FL3-165**

**Restaurant: PANERA BREAD - Palladio at Broadstone**

**Location: 380 Palladio Pkwy Suite 301, Folsom, CA 95630**

**Phone #: (916) 984-4953**

Menu Website: <https://delivery.panerabread.com/menu/category/>

<https://www.panerabread.com/panerabread/documents/nutrition/Menu-Retail.PDF>

**Note:** Please See Menu

| #  | NAME                 | ENTREE   | SIDE<br>(if included in meal) | NOTES                      | PRICE   |
|----|----------------------|--|-------------------------------|----------------------------|---------|
| 1  | Davin Brown          | PICK TWO: Turkey Chili & Half Fuji Apple Salad w/ Chicken                                      | Apple                         | Blood Orange Lemonade - LG | \$13.98 |
| 2  | Ronda Callaway       | SALAD WHOLE: Asian Sesame Salad with Chicken   | Chips                         |                            | \$9.19  |
| 3  | Chris Clark          | SANDWICH WHOLE: Cuban Panini   | Chips                         |                            | \$9.99  |
| 4  | Ellen Holmsen        | SANDWICH WHOLE: Napa Almond Chicken Salad Sandwich   | Chips                         |                            | \$8.19  |
| 5  | Miriam Javier        | SALAD WHOLE: Green Goddess Cobb Salad with Chicken   | Bread                         |                            | \$10.69 |
| 6  | Amber Longhitano     | BOWL: Lentil Quinoa Bowl with Chicken  | Bread                         |                            | \$9.99  |
| 7  | Michelle Madden-Nann | PICK TWO: Half Green Goddess Cobb Salad w/ Chk & Half Roasted Turkey, Apple & Cheddar Sandwich | Chips                         |                            | \$12.28 |
| 8  | Jill Morrison        | SALAD WHOLE: Southwest Chile Lime Ranch Salad with Chicken                                     | Apple                         | Dressing on the side       | \$11.49 |
| 9  | Lucia Piedra-Walsh   | SALAD WHOLE: Green Goddess Cobb Salad with Chicken   | Apple                         |                            | \$10.69 |
| 10 | Michael Tavares      | SANDWICH WHOLE: Roasted Turkey, Apple & Cheddar Sandwich                                       | Chips                         |                            | \$9.99  |
| 11 | Inna Tikhonov        | SANDWICH WHOLE: Chipotle Chicken Avocado Melt  | Chips                         | Thank you                  | \$9.59  |
| 12 | Kou Yang             | SANDWICH WHOLE: Roasted Turkey & Avocado BLT   | Chips                         |                            | \$10.49 |

**TOTAL: \$129.95**