

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001109642

COMPL

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

Date	Revision	Page
12/04/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023545 KINGSLEYJ HANEYB	04VAPA2260 IR	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000042906  
 HARRIS FRANK III  
 6977 NAVAJO ROAD #117  
 SAN DIEGO CA 92119  
  
**Phone:** (213) 590-9509  
  
**email:** frank@drfharris3.com

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 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	JAN 17, 2020 CONVOCATION  KEYNOTE SPEECH DURING CONVOCATION  EQUITY - MINDED TEACHING- FACULTY WORKSHOP  ADVANCING EQUITY FOR STUDENT SUCCESS- CLASSIFIED WORKSHOP	1.00 EA	7,000.00	7,000.00	11/27/2019
2- 1	SPRING 2020- FOLLOW UP TO CONVOCATION  HALF DAY PROFESSIONAL DEVELOPMENT VISIT  1- FACULTY WORKSHOP  1- CLASSIFIED WORKSHOP	1.00 EA	3,000.00	3,000.00	11/27/2019

SERVICE AGREEMENT NO. 45481

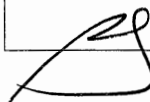
**Paid Ch # 94-789513**  
**01/08/20 Amt \$ 10,000.00**

Sub Total Amount	10,000.00
Sales Tax Amount	0.00
Total PO Amount	10,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	11	FL.CP.OFFC	67516	00000	051C	3,000.00	2020
GENFD	5100	11	FL.CP.PRDO	67516	00000	041A	500.00	2020
GENFD	5100	11	FL.VA.STAF	67516	00000	101L	2,500.00	2020
GENFD	5100	11	FL.VI.STAF	67516	00000	101L	2,500.00	2020

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 PURCHASE ORDER NO 0001109642**

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

Date	Revision	Page
12/04/2019		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1023545 KINGSLEYJ HANEYB	04VAPA2260 IR	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000042906  
 HARRIS FRANK III  
 6977 NAVAJO ROAD #117  
 SAN DIEGO CA 92119

**Phone:** (213) 590-9509

**email:** frank@drfharris3.com

**Ship To:** FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630  
 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
GENFD 5100 12	FL.VH.TRNG 67518 00000 594D	1,095.24		2020		
GENFD 5100 12	FL.VH.TRNG 67519 00000 594D	37.96		2020		
GENFD 5100 12	FL.VH.TRNG 67520 00000 594D	252.97		2020		
GENFD 5100 12	FL.VH.TRNG 67521 00000 594D	113.83		2020		

0001023545CHAVEZA25-NOV-2019

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.

# Requisition

**Supplier:** HARRIS FRANK III  
 6977 NAVAJO ROAD #117  
 SAN DIEGO CA 92119  
 United States

0000042906

**Phone:** (619) 590-9509  
**email:** frank@urfharris3.com

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001023545	11/14/2019	1	
Requisition Name:			
FRANKS HARRIS III			
Requester		Bldg#	
Julie Kingsley		IR	
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KINGSLEJ 14-NOV-2019			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	JAN 17, 2020 CONVOCAION  KEYNOTE SPEECH DURING CONVOCAION  EQUITY - MINDED TEACHING- FACULTY WORKSHOP  ADVANCING EQUITY FOR STUDENT SUCCESS-CLASSIFIED WORKSHOP	1	EA	7,000.00	7,000.00	11/27/2019
2-1	SPRING 2020- FOLLOW UP TO CONVOCAION  HALF DAY PROFESSIONAL DEVELOPMENT VISIT  1- FACULTY WORKSHOP  1- CLASSIFIED WORKSHOP	1	EA	3,000.00	3,000.00	11/27/2019

10,000.00 Sub-total  
 0.00 Est. tax

Total Requisition Amount: 10,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5100	11	FL.CP.OFFC	67516	00000	051C	3,000.00
GENFD	5100	11	FL.CP.PRDO	67516	00000	041A	500.00
GENFD	5100	11	FL.VA.STAF	67516	00000	101L	2,500.00
GENFD	5100	11	FL.VI.STAF	67516	00000	101L	2,500.00
GENFD	5100	12	FL.VH.TRNG	67518	00000	594D	1,095.24
GENFD	5100	12	FL.VH.TRNG	67519	00000	594D	37.96
GENFD	5100	12	FL.VH.TRNG	67520	00000	594D	252.97
GENFD	5100	12	FL.VH.TRNG	67521	00000	594D	113.83

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

Name: \_\_\_\_\_

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
---------------------------	---------------------------	---------------------------

# INVOICE

Frank Harris III  
6977 Navajo Road  
117  
San Diego, CA 92119  
United States

Tax ID: 433252942

Phone: 213-590-9509  
Harris\_frank@att.net

Invoice #: 0026  
Invoice date: Sep 30, 2019

Amount due:  
**\$3,000.00**

## Bill To:

Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
United States

Description	Amount
HALF DAY PROFESSIONAL DEVELOPMENT VISIT (2 Workshops) Date TBD Workshop topics TBD	\$3,000.00
Subtotal	\$3,000.00
<b>Total</b>	<b>\$3,000.00 USD</b>

## Notes

Total cost includes travel, meals, transportation, and all other associated costs.

Thank you!

# INVOICE

Frank Harris III  
6977 Navajo Road  
117  
San Diego, CA 92119  
United States

Tax ID: 433252942

Phone: 213-590-9509  
Harris\_frank@att.net

Invoice #: 0025  
Invoice date: Sep 30, 2019  
Due date: Jan 17, 2020

Amount due:  
**\$7,000.00**

## Bill To:

Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
United States

## Description

## Amount

FULL DAY PROFESSIONAL DEVELOPMENT VISIT (3 Workshops)

- 1) "Advancing Equity in a Climate of Resistance: Aligning Culture and Strategy" (Keynote)
- 2) "Employing Culturally-Affirming and Equity-Minded Teaching and Learning Practice"
- 3) "Advancing Equity to Achieve Student Success: Recognizing the Critical Role of Classified Professionals"

\$7,000.00

Subtotal \$7,000.00

**Total \$7,000.00 USD**

## Notes

Total cost includes travel, meals, transportation, and all other associated costs.

Please see attached workshop descriptions.

Thank you!

LOS RIOS COMMUNITY COLLEGE DISTRICT  
SERVICE AGREEMENT

(Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

No. 45481

Attachment to Purchase Order No. \_\_\_\_\_

This Agreement entered this 4 day of November by and between the Los Rios Community College District (District) and  
(CONTRACTOR), Frank Harris III CONTRACTOR No. \_\_\_\_\_ Social Security No. 433-25-2942

Business Name (if different) \_\_\_\_\_ FIN No. 43-3252942

Check One: Sole Proprietorship  Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Check One: U.S. Citizen \_\_\_\_\_ Resident Alien \_\_\_\_\_ Non-resident Alien \_\_\_\_\_

Telephone No. (213) 590-9509 (SSN or FIN No. must be provided for payment)

Address 6977 Navajo Rd. # 117 City and State Zip San Diego, CA 92119

Are you now or have you been an employee of the District? Yes \_\_\_\_\_ No  If yes, Date \_\_\_\_\_ Location \_\_\_\_\_

Are you related to an employee of the District? Yes \_\_\_\_\_ No  If yes, who \_\_\_\_\_

GENERAL CONDITIONS:

1. **Scope of Work.** CONTRACTOR shall perform specific services as set forth below (attach separate schedule if necessary, and reference the attachment). The term of this Agreement is from (date) 12/1/19 to (date) 12/1/20. CONTRACTOR shall perform its services hereunder in accordance with the professional standard of care, skill and diligence customarily followed by consultants performing similar professional services on projects of comparable scope and quality.

College wide speaker - see attached proposed workshop description

2. **Compensation.** For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$10,000.00, during the term of this Agreement. Payment of this amount shall be made in accordance with established District payment schedules, and is contingent upon the CONTRACTOR submitting an invoice to the District Accounts Payable Office, and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate College/District Administrator. Payment terms are: Day of speaking event. Payment will be mailed to address on purchase order. CONTRACTOR agrees that none of the terms and conditions associated with its acceptance of this Agreement shall apply to, modify, or be incorporated into this Agreement, and the DISTRICT's acceptance of CONTRACTOR's goods, materials, equipment, services and/or labor or other items covered by or delivered under this Agreement shall not constitute acceptance of any additional or different terms and conditions on behalf of CONTRACTOR.

3. **Termination.** The DISTRICT shall have the right to terminate this Agreement with or without cause. The District may terminate the Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to CONTRACTOR. In the event of termination for convenience, CONTRACTOR shall immediately cease rendering services and promptly deliver to the DISTRICT copies of all prepared work product, and CONTRACTOR shall only be entitled to payment for hours actually worked and direct costs incurred, plus a 10% mark-up on direct costs incurred, or the pro-rata share of the contract price, whichever is less. The DISTRICT may terminate the Agreement for cause which shall be effective immediately upon written notice. In the event of a termination for cause, CONTRACTOR shall not be entitled to any further payment, if any becomes due, until the Project is completed. The DISTRICT may proceed with the work in any manner deemed proper by DISTRICT, and all the DISTRICT's costs incurred by the District shall be deducted from any sum otherwise due CONTRACTOR under this Agreement and the balance, if any, shall be paid to CONTRACTOR upon completion of the work. The DISTRICT reserves all rights, including all rights to recover damages, inclusive of attorneys' fees, from CONTRACTOR, in the event of a termination for cause.

4. **Integration, Amendments.** This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representations, whether oral or written are part of this Agreement except that the following document(s) are part of this Agreement: see attached. All amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

5. **Independent CONTRACTOR not Agent.**

- CONTRACTOR, and its agents and employees, in the performance of this Agreement, shall be independent contractor(s) and no relationship of employer-employee exists between these parties and the DISTRICT.
- CONTRACTOR shall be responsible for determining the means, methods, or sequence used to complete the work required under this Agreement. CONTRACTOR shall be responsible for and accountable to the DISTRICT for the final product or service to be provided.
- If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR. It is further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONTRACTOR's employees, assigned personnel and subcontractors.
- Except as otherwise provided in this Agreement, CONTRACTOR is qualified to accomplish the work required in this Agreement and the DISTRICT will provide no training to CONTRACTOR.
- Except as otherwise provided in this Agreement, CONTRACTOR's ability to market or provide services to any other client shall not be limited by the DISTRICT.
- Except as otherwise provided in this Agreement, CONTRACTOR is to provide all necessary tools and materials.
- Prior to DISTRICT's acceptance of this Agreement, CONTRACTOR shall (a) identify their status as a sole proprietorship, partnership, or corporation, and (b) provide the DISTRICT with a copy of IRS Form W-9, Request for Certification of Federal Taxpayer Identification Number.
- CONTRACTOR agrees that, upon request, CONTRACTOR shall provide any documentation requested by the DISTRICT as evidence that appropriate taxes have been paid. If CONTRACTOR fails to pay appropriate taxes or to provide requested documentation, CONTRACTOR hereby agrees to indemnify the DISTRICT against any penalties and taxes levied against the DISTRICT by a taxing agency, and to reimburse the DISTRICT for such penalties and taxes.

Signature below by CONTRACTOR indicates that all parts of this Agreement have been read, understood and accepted.

Name of CONTRACTOR (Printed) Frank Harris III

Signature of CONTRACTOR [Signature]

Date 11/13/19

Requisition # 0001023545

**6. Licenses, Permits.** CONTRACTOR represents and warrants to the DISTRICT that CONTRACTOR has, and shall keep in effect, at its sole cost, all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required for CONTRACTOR to practice its profession or provide any services under this Agreement.

**7. Disqualified Employees.** CONTRACTOR shall ensure that persons who perform services on DISTRICT or College 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. CONTRACTOR shall remove any persons immediately upon receiving notice from DISTRICT of the desire of the DISTRICT for the removal of such person(s).

**8. Indemnification:** To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend and hold harmless the DISTRICT, its inspectors, project managers, trustees, officers, agents, employees, affiliates, consultants, subconsultants, volunteers and representatives, and each of them, of and from any and all liabilities, claims demands, suits, causes of action, damages, penalties, infringements of patent rights, violations of employee occupational health and safety laws, costs, expenses, attorneys' fees, losses, property damage, or personal injuries to or death of persons, in law or in equity, of every kind and nature whatsoever, arising out of, alleged to have arisen out of, or relating in any way to any negligent act or omission (including professional negligence, errors and omissions), recklessness or willful misconduct, on the part of CONTRACTOR, or any person or entity for whom CONTRACTOR is responsible, in connection with the work to be performed under this Agreement. CONTRACTOR's obligations hereunder shall not include claims which arise as the result of the active negligence of the DISTRICT, or the sole negligence or willful misconduct of the DISTRICT, its agents, servants or others directly responsible to the DISTRICT, or for defects in design furnished by such persons, other than CONTRACTOR and its agents, or unless such claims arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of CONTRACTOR. It is intended that this Article shall comply with California Civil Code § 2782, et seq.

**9. Insurance Requirements.** During the entire term of this Agreement, CONTRACTOR shall, at its own expense, maintain in full force insurance as set forth: Commercial General Liability, Auto Liability, Worker's Compensation, and Professional Liability (if a licensed professional). Policy limits for Commercial General Liability shall be \$1,000,000.00 combined single limit per occurrence AND A \$3,000,000.00 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. The DISTRICT shall be named as an additional insured on CONTRACTOR's policies. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by the DISTRICT. CONTRACTOR's insurance coverage shall be primary insurance with respect to the DISTRICT. Any insurance or self-insurance maintained by DISTRICT shall be in excess of CONTRACTOR's insurance and shall not contribute with it. CONTRACTOR's insurer shall agree to waive all right of subrogation against the District, its trustees, officers, and agents for losses arising from the work performed. Each insurance policy shall include the standard Severability of Interest, or Separation of Insured (General Liability Form CG 00 01 12 04) clause in the policy and when applicable the cross liability insurance coverage provision which specifies the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured. Each insurance policy required by this Agreement shall be endorsed to state that coverage's shall not be canceled except after thirty (30) days prior written notice has been given to the DISTRICT. At least fifteen (15) days prior to commencing work under this Agreement, CONTRACTOR shall provide the DISTRICT with certificates of insurance and required executed endorsements, evidencing compliance with this section.

**10. Equal Employment Opportunity.** CONTRACTOR agrees not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition (cancer-related) as defined in Section 12926 of the California Government Code, ancestry, or marital status; or citizenship.

**11. Compliance with Laws; Attorneys Fees; Successors.** CONTRACTOR shall comply with all federal, state and local laws and ordinances as may be applicable to the performance of work under this Agreement. To the extent the work concerns the repair or renovation of one or more roofs, and the content of the scope of work triggers the duties set forth in Public Contract Code Section 3000 et seq. relating to Roofing Projects, as defined therein, the parties agree that they shall fully comply with the legal requirements set forth therein. This Agreement shall be governed by the laws of the State of California without regard to its choice of law provisions. Venue shall be in the County where the work is performed. In any civil action brought by either Party to enforce the terms of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorney's fees and costs.

**12. Assignment Prohibited.** CONTRACTOR may not assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

**13. General Safety Orders.** All materials, supplies and services sold to DISTRICT shall conform to the general safety orders of the State of California. Except as otherwise provided in this Agreement, all materials must be new and of the best quality of their respective kinds.

**14. Time.** Time is of the essence in this Agreement.

**15. Public Works Projects.** CONTRACTOR must comply with all statutes, regulations, laws, and ordinances applicable to, and governing, California public works projects including, without limitation, all applicable provisions of the Public Contract Code and all requirements regarding the payment of prevailing wages.

**16. Costs.** Except as otherwise provided for in this Agreement, the DISTRICT shall not reimburse CONTRACTOR for any business expenses, surcharges, or other costs.

**17. Work Authorization.** Prior to DISTRICT'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; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. The DISTRICT 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.

**18. Warranty.** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor covered by this Agreement shall conform to the requirements set forth or incorporated into this Agreement 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 covered by this Agreement will be fit and sufficient for the particular purposes intended by DISTRICT. Unless agreed upon otherwise between DISTRICT 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 the DISTRICT; or (c) any warranty period provided under any applicable California law.

**19. Waiver.** CONTRACTOR agrees that a waiver by DISTRICT of any breach or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Similarly, the acceptance by DISTRICT of the performance of any work or services by CONTRACTOR and/or the failure of the DISTRICT to object to any aspect of the work or services by CONTRACTOR shall not be deemed to be a waiver of any term or condition of this Agreement.

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form**

Requisition No 0001023545  
 Description of Services College-wide  
Speaker

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

**Section I**

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:


- |  | <u>Yes</u>                          | <u>No</u>                           |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment.                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed.                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose.                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Section II**

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings.  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work.  | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house.     | <input type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by:   
 \_\_\_\_\_  
 (Dean or other Authorized Signature)

Date: 11/4/19



**LOS RIOS COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST**

This questionnaire is to be used to determine if an individual is an independent contractor or employee. The individual should be consulted where necessary to answer all questions. If you believe that the individual qualifies as an independent contractor, submit a requisition, service agreement, checklist, and any explanatory attachments. The contract will not be valid until a Purchase Order is issued, and no agreements should be made nor should work commence before that time. Due consideration should be given to all questions, since the penalty to the originating department for misclassification is approximately 50% of the contract amount. For more information see the District Purchasing Guide. If you have any questions or require assistance, please contact the Director, Accounting Services at the District Office.

- |  | Y                        | N                                   |
|--|--------------------------|-------------------------------------|
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so, please explain _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Will the District exercise any control, direction or supervision of the contractor? If so, please explain _____.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to any of the above questions is "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why, and continue to question #4. If the answer to all of the above questions is "No", continue to question #4.


- |   |                          |                          |
|---|--------------------------|--------------------------|
| 4. Must this individual perform the services (as opposed to the individual subcontracting or assigning the work to others)? Please explain to what extent the individual may or may not hire/subcontract others to do the work _____. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has this individual worked for the District as an independent contractor in the past? If so, please explain the nature of past services (for what period, continuous vs. intermittent, how many hours, etc.) _____.                | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Can the contractor quit for any reason other than the District's breach of contract?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract?   | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to three or more of these questions 4 through 7 are "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why and continue to question #8.

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 8. Does the individual operate an independent trade or business, offering these same services to the general public? If so, please ask the individual what proportion of their annual revenues are obtained from the District:<br>Less than 25%- _____ Between 25% & 50% _____ Over 50 % _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain _____.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)?  | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", this individual can be classified as an independent contractor.

The above information has been compiled and reviewed per District Guidelines:

Originator:  Date: 11/4/19

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071 FAX (916) 568-3145

Purchasing Department

lrccdpurchase@losrios.edu



Sacramento City College

American River College

Cosumnes River College

Folsom Lake College

**CONFLICT OF INTEREST STATEMENT**

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

*(Pursuant to District Regulation R-8323 and District Policy P-8611*

*This form must be signed and submitted with the Purchase Requisition (GS Form 127) for those transactions listed below.)*

- ❖ Sole Source
- ❖ Professional Service Agreements

- ❖ Service Agreements (GS Form 78: Rev. 2/2012)
- ❖ Selection Committee Recommendations (formal process)

**READ CAREFULLY BEFORE SIGNING:**

Employee/Date  11/4/19

Selection Committee Member/Date \_\_\_\_\_

Requisition Number 0001023545

Selection Committee Member/Date \_\_\_\_\_

Selection Committee Member/Date \_\_\_\_\_

Selection Committee Member/Date \_\_\_\_\_

Selection Committee Member/Date \_\_\_\_\_

Selection Committee Member/Date \_\_\_\_\_

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
BUYER/DATE:	

## Kingsley, Julie

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**From:** Frank Harris III <frank.harris@icloud.com>  
**Sent:** Monday, September 30, 2019 1:55 PM  
**To:** Kingsley, Julie  
**Cc:** Scheduling CORA  
**Subject:** Follow Up  
**Attachments:** Frank Harris III Bio [UPDATED SPRING 19].docx; Folsom Lake - Visit One - Jan 17.2020.pdf; Folsom Lake - Visit 2.pdf

Good afternoon Julie, I am forwarding this info per Dr. Senecal's request. Please do not hesitate to reach out with questions or concerns. Much appreciated!

FH

### **PROPOSED WORKSHOP DESCRIPTIONS:**

#### **Keynote: Advancing Equity in a Climate of Resistance: Aligning Culture and Strategy:**

Although the concepts of “equity” and “equity-mindedness” are more widely embraced by educators now than they were a decade ago, closing equity gaps remains an elusive goal at most community colleges. Thus, in this address, Dr. Harris will unpack the myriad of institutional barriers that thwart systematic efforts to close equity gaps. In addition, he will propose intentional strategies to be enacted by community college educators to move equity efforts forward despite these barriers. The insights of this presentation will be derived from Dr. Harris' experiences in working with community colleges across the U.S. in a range of equity-related efforts and initiatives.

#### **Workshop 1: Employing Culturally-Affirming and Equity-Minded Teaching and Learning Practices to Advance Institutional Equity**

Community College faculty play an essential role in institutional efforts to close equity gaps and achieve student success. Yet many campuses struggle to engage a broad constituency of faculty in these efforts, leaving many to wonder: “What is my role and responsibility in advancing equity efforts in my classes and beyond?” Thus, in this address, Dr. Harris will: (1) discuss the role that all faculty must embrace to advance and achieve institutional equity and (2) propose culturally-affirming teaching and learning strategies that must be employed by all classroom faculty to address inequity and disproportionate impact. The insights of this presentation will be derived from Dr. Harris' experiences in working with community colleges across the U.S. in a range of equity-related efforts and initiatives.

#### **Workshop 2: Advancing Equity to Achieve Student Success: Recognizing the Critical Role of Classified Professionals**

Classified professionals and other educators who work with students outside of the classroom play a critical role in the success of community college students, particularly those who have been historically underrepresented and underserved in education. The current research on underserved students confirms that traditional approaches to out-of-class support must be reconsidered to ensure success among these students. Instead, proactive and culturally-affirming practices are essential to close equity gaps and advance student success for underserved students. Thus, in this address, Dr. Harris will: (1) discuss the role that classified professionals must embrace to advance and achieve institutional equity and (2) propose culturally-affirming advising and support practices that must be

employed by classified professionals to address inequity and disproportionate impact. The insights of this presentation will be derived from Dr. Harris' experiences in working with community colleges across the U.S. in a range of equity-related efforts and initiatives.

Sent from iCloud

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**FULL BIO:**

Dr. Frank Harris III is a professor of postsecondary education and Co-Director of the Community College Equity Assessment Lab (CCEAL) at San Diego State University. He is best known for his expertise in racial [in]equity in postsecondary education and has made important contributions to knowledge about college student development and the social construction of gender and race in college contexts. His work prioritizes populations that have been historically underrepresented and underserved in education.

Harris's scholarship has been published in leading journals for higher education and student affairs research and practice, including the *Journal of College Student Development*, *Journal of Diversity in Higher Education*, *Educational Researcher*, *International Journal of Qualitative Studies in Education*, *Journal of Negro Education*, and the *Community College Journal of Research and Practice*. Harris also regularly disseminates scholarship through refereed conference proceedings, workshops, symposia, and keynote addresses—he has delivered more than 1,000 academic and professional presentations throughout his career.

Harris is the co-editor/author of four books: *College Men and Masculinities: Theory, Research and Implications for Practice*; *Teaching Men of Color in the Community College*; *Teaching Young Boys and Men of Color*; and *Supporting Men of Color in the Community College*. His commentary has been sought by several high-profile media outlets, including *Diverse Issues in Higher Education*, *The New York Times*, *The Los Angeles Times*, *The Chronicle of Higher Education*, *The Huffington Post*, *Inside Higher Ed*, *CNN*, and *Fox 5 News San Diego*. Harris is also regularly consulted by colleges and universities across the country for his expertise on student equity, student success, and institutional transformation.

Before joining the faculty at San Diego State, Harris worked as a student affairs educator and college administrator in the areas of student affairs administration, student crisis support and advocacy, new student orientation programs, multicultural student affairs, academic advising, and enrollment services. He also served as an adjunct professor of speech communication at Los Angeles Trade Technical College. Dr. Harris earned a bachelor's degree in communication studies at Loyola Marymount University, a master's degree in speech communication at California State University Northridge, and a doctorate in higher education from the Rossier School of Education at the University of Southern California.

**ABBREVIATED BIO:**

Dr. Frank Harris III is a professor of postsecondary education and Co-Director of the Community College Equity Assessment Lab (CCEAL) at San Diego State University. He is best known for his expertise in racial [in]equity in postsecondary education and has made important contributions to knowledge about college student development and the social construction of gender and race in college contexts. His work prioritizes populations that have been historically underrepresented and underserved in education.

Harris's scholarship has been published in leading journals for higher education and student affairs research and practice. He has also delivered more than 1,000 academic and professional presentations throughout his career. His commentary has been sought by several high-profile media outlets, including *CNN*, *The New York Times*, *The Los Angeles Times*, and *The Chronicle of Higher Education*, to name a few. Harris is also regularly consulted by colleges and universities across the country for his expertise on student equity, student success, and institutional transformation.

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For a list of selected works by Frank Harris III, visit <http://works.bepress.com/fharris/>