November 10, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

REQUEST FOR RETROACTIVE APPROVAL OF PROPOSED AGREEMENT WITH CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT FOR SOCIAL WORK INTERNS WITH THE KERN COUNTY LIBRARY
(Fiscal Impact: None)

The Kern County Library is requesting your Board retroactively approve the proposed Social Work agreement with California State Polytechnic University, Humboldt, to accept the social work interns volunteering at the Kern County Library. The term of the agreement will remain effective from October 16, 2026, until October 16, 2031. The retroactive request is due to the approval process between the two institutions taking longer than anticipated, resulting in a delay in completing the necessary reviews and bringing the agreement forward for Board approval.

This agreement establishes a partnership between California State Polytechnic University, Humboldt, and Kern County Library to provide undergraduate and graduate social work students with practical, supervised field experience. The University coordinates student placements, faculty support, academic oversight, and student liability coverage, while the Library provides supervision, learning opportunities, and access to appropriate facilities and resources.

The partnership benefits both parties by connecting academic learning with real-world community service, helping students develop professional skills while allowing the Library to support social work education and engage with future professionals. The agreement promotes collaboration, nondiscrimination, and shared responsibility for student success and safety, and remains in effect for five years from the date of final execution, subject to its termination provisions.

County Counsel has approved the agreement as to form. The County Administrative Office concurs with this request.

Therefore, IT IS RECOMMENDED that your Board retroactively approve the Social Work Agreement with California State Polytechnic University, Humboldt; to accept the social work interns at the Kern County Library and authorize the Director of Libraries to sign the agreement.

Sincerely,

Andie Sullivan,
Director of Libraries

cc: CAO
County Counsel

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CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT
SOCIAL WORK AGREEMENT

This Agreement made and entered into as of this 16 day of October, 2026, pursuant to Education Code 89036, by and between THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, hereinafter called the "Trustees", on behalf of CALIFORNIA STATE POLYTECHNIC UNIVERSITY, HUMBOLDT hereinafter called the "University", and Kern County Library, hereinafter called "Agency".

WITNESSETH:

WHEREAS, the Trustees have approved a Social Work Program for the University and such program requires social service experience and use of facilities for both undergraduate and masters in social work (MSW) graduate student interns; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the University's Social Work Program use the various facilities of the Agency for their community experience;

NOW, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

I. TRUSTEES, THROUGH THE UNIVERSITY'S SOCIAL WORK PROGRAM, SHALL:

A. Assume initial responsibility for the selection of students to be placed at the Agency, involve the Agency in each decision regarding placement, and place students with the mutual agreement of the Agency.

B. Provide the Agency with written pertinent information concerning students selected for placement in the Agency.

C. Provide a designated member of the faculty to serve as Field Director who, with the Agency's representative, plan for the social work experience to be provided to students under this Agreement, arrange for placement of students at the Agency and coordinate field supervision with the Field Faculty Liaison.

D. Provide designated members of the faculty to serve as liaisons between the Agency and the University. These faculty members, known as the Faculty Liaison will:

1. Serve as principle liaison between the University and the Agency.
2. Schedule a minimum of at least two visits to the Agency each semester to review students' progress and consult with the Agency Supervisor or designated staff.
3. Be available to the Agency for consultation when requested.
4. Share with the Agency knowledge of the educational goals, objectives, and philosophy of the University undergraduate and graduate programs.
5. Act as consultant, when needed, to students and agency supervisors in writing a learning agreement defining each student's educational objectives and field learning experiences.

E. Provide consultation to the Agency Director, Agency Supervisor, and other appropriate staff of the Agency in the general development of the field program.

F. Carry final responsibility for the administration of the field program, including decisions that affect the progress of the students, such as grades and number of field instruction hours in the Agency.

G. Keep all attendance and academic records of students participating in said program.

H. Be responsible for providing Professional Liability insurance coverage for the students while at the Agency's facilities:

1. Proof of Individual Malpractice Liability insurance coverage of $2,000,000 combined single limit per occurrence basis and not claims made, $4,000,000 aggregate.
2. The above insurance shall be underwritten by insurance companies authorized to do business in the State of California.

I. Require every student to conform to all applicable policies, procedures, and regulations of the Agency, all requirements of this Agreement, and any other requirements, agreements or restrictions specified jointly by representatives of the University and the Agency.

II. AGENCY SHALL:

A. Provide the Social Work Program with a description of the placement including the function and purpose of the Agency, and the anticipated learning opportunities for students, in order to help the Social Work Program make appropriate placements of students to the Agency.

B. Accept students for placement in the Agency, the exact number to be mutually agreed through negotiations each semester by the Agency and the Social Work Program.

C. Accept students assigned to the Agency without regard to race, ethnic origin, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability, handicap, or political belief; but the Agency retains the right to reject individual students who, in the Agency's judgment, are not participating satisfactorily in the Agency's program.

D. Provide students with opportunities to participate in overall Agency program and activities, as appropriate to students' learning objectives, educational needs, preparation and competency.

E. Designate qualified Agency personnel to serve as Agency Supervisors and notify the Field Director of these assignments and/or agree to work with the University to secure off site MSW supervision to comply with graduate program requirements.

F. Modify the schedule of the designated Agency Supervisor or designated staff to assure that adequate time is available for:

1. Meeting the educational needs of students, including orientation to the Agency and its services, development of learning opportunities that involve appropriate depth and variety, preparation forconferences with students and regularly scheduled weekly, supervisory conferences with students.
2. Meeting with the student and Faculty Liaison for mutually arranged meetings to discuss learning opportunities, students' performances, and the overall field program.
3. Attending supervisor orientations and other program-sponsored trainings and meetings.
4. Preparing written evaluation of students and participating in evaluation conferences.

G. Provide opportunities for planned student contact with Agency staff members in addition to the Agency supervisor through whom appropriate learning opportunities can be provided.

H. Permit student use of its facilities during the period of placement including:

1. Space on a regular or as-needed basis appropriate for carrying out tasks and assignments.
2. Convenient access to a telephone.
3. Office supplies needed in the performance of responsibilities.
4. Clerical service for records and reports for use by the Agency.
5. Access to client and agency records appropriate to the learning experience.

I. Ensure that the Faculty Liaisons and Field Director are advised of policy, service, or personnel changes that will affect the students and the placement in general.

J. Cooperate with the Social Work Program regarding the use of Agency materials in classroom discussion and assignments with the understanding that the Social Work Program requires students to obtain permission of the Agency instructor to use Agency materials outside the Agency. Records must never be removed from the Agency. All case materials used for learning must be properly disguised.

III. UNIVERSITY AND AGENCY SHALL MUTUALLY AGREE TO:

A. Allow students to participate in the process of field assignment by:

1. Arranging for students to visit the Agency and interview appropriate personnel.
2. Entering into an agreement defining students' learning objectives, field learning experience and responsibilities within the Agency.

B. Termination of a student in the program prior to the end of the semester may be initiated by the student, agency, or social work program. The following procedure will apply:

1. Written notification of the desire, including specific reason(s) for termination must be prepared in triplicate

and copies sent to the student, Agency Supervisor, and Faculty Liaisons.

2. The Faculty Liaisons will schedule separate conferences with the student and the Agency Supervisor to ascertain the validity of the termination request.
3. The Faculty Liaisons will have a joint conference with the student and the Agency Supervisor to discuss the request for termination.
4. The decision regarding termination will be forwarded in writing by the party requesting the termination to the Field Director.

C. If a recommendation is made to the Field Director by the Faculty Liaison that a student not continue in the social work program because it is believed he/she is destructive to a client or the client system, the following procedure will be followed:

1. The recommendation will be forwarded in writing to the BA or MSW Program Director by the Field Director.
2. A panel composed of a faculty member and a student selected by the student in question and the Agency Supervisor, a faculty member and student appointed by the Program Director will be convened to discuss the basis of the recommendation and to take action on the matter. The decision will be made by a simple majority.
3. The Program Director will inform the student in writing of the decision.

D. The Agency and the University agree to indemnify, defend, and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the gross negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.

IV. This Agreement shall become effective as of the date of final execution and shall remain in effect for five (5) years. This agreement may be terminated by either party after giving the other party not less than thirty (30) days advance notice of its intention to so terminate provided, however, that any such termination by the Agency shall not be effective, at the election of the University, as to any student who at the date of mailing of said notice by the Agency was participating in the Social WorkProgram until such student has completed the Social Work Program for the then current academic year.

V. This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party shall have a right of action hereunder for any cause whatsoever.

VI. Both Parties shall procure and maintain in force during the term of this Agreement, at their sole cost and expense, insurance in amounts reasonably necessary to protect them against liability arising from any and all negligent acts or incidents caused by each party's employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars ($2,000,000) for each occurrence and four million dollars ($4,000,000) in the aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best of a qualified program of self-insurance. Both parties shall maintain and provide evidence of workers' compensation coverage as required by law. Upon request, each party shall provide for not less than thirty (30) days notice of cancellation to Agency. Each party shall promptly notify the other party of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder. Upon written request, the University can provide a copy of the certificate of insurance along with additional insured and endorsements.

VII. Any notice given hereunder shall be in writing and personally served or deposited in the U.S. Postal Service, first class, postage prepaid to the University at 1 Harpst Street, Arcata, CA 95521-8299, Attention: Contracts Specialist, Contracts, Procurement and Risk Management and to:

Agency: Kern County Library

Address: 701 Truxtun Avenue

Bakersfield, CA 93301

Attention: OSC Alex Martinez

Notice of change of address shall be given in the same manner as stated herein for other notices. Notice shall be deemed given on the date deposited in the mail or on the date personal services is obtained, whichever first occurs.

VIII. While performing this agreement, neither party shall discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, AIDS, AIDS related condition, age, disability, handicap, or Vietnam veteran status.

IX. This Agreement constitutes the entire understanding between the parties and supersedes all other agreement, oral or written, with respect to the subject matter.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

Trustees of the California State University
California State Polytechnic University, Humboldt

Edna J Lewis
2026.10.15 11:21:35 -07'00'

Signature Edna Lewis
Procurement Specialist
Contracts and Procurement

Cal Poly Humboldt Department of Social Work Student Placement Site

Kern County Library
Site: Legal Entity Name

Signed by:
Andie Sullivan 10/16/2026
2C7C9CA3559A41E...
Signature

Andie Sullivan
Name

Director of Libraries
Title