

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, California 92675

February 8, 1973

Telephone:
831-9700

NOTICE OF
SPECIAL MEETING

TO: Mr. Patrick J. Backus
Mrs. Donna C. Berry
Mr. Alyn M. Brannon
Mr. Michael T. Collins
Mr. John B. Lund
Mr. James W. Marshall
Mr. Hans W. Vogel

Members of the Board of Trustees of the Saddleback Community College District. You are hereby notified that a Special Meeting of the Board of Trustees is called for the hour of 8:00 o'clock p.m., on the 14th day of February, 1973, in the Board Room of the Saddleback Community College District, 28000 Marguerite Parkway, Mission Viejo, California.

Said meeting is called for the purpose of discussing and/or taking action on the following:

1. Items of Communication.
2. Approval of Minutes of Previous Meeting.
3. Resolution Regarding State Apportionment.
4. Claim for Personal Injuries.
5. Designation of Management Positions.
6. Appointment of Representative to Area Adult Coordinating Council.
7. Summary of Financial Status of the District.
8. Nonresident Tuition Fee for 1973-74.
9. Proposed Conferences for Staff Members.
10. Progress Payments for P & A Construction Company, Inc., and for J. B. Allen & Company.

NOTICE OF SPECIAL MEETING
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
February 8, 1973

11. Change Order Number Eight for Library-Classroom Complex.
12. Proposed Payments to District Architect for Various Services.
13. Payment for Leo A. Meyer Associates.
14. Payment for District Share of November, 1972, Election.
15. Request for Payment of Dues to American Association of Community and Junior Colleges.
16. Interdistrict Tuition Payment.
17. Proposed Awards.
18. Purchase Orders.
19. Payment of Bills.
20. Payment of Personnel Services.
21. Proposed Job Description for Maintenance Man II.
22. Legislation.
23. Oral Communications.
24. Miscellaneous.
25. Matters Involving Personnel.



Fred H. Bremer, Secretary to the Board of Trustees

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
February 14, 1973 -- 8:00 P.M.

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

SPECIAL MEETING

Pledge of Allegiance and Invocation

The Minutes of the Special Meeting held on January 4, 1973, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. RESOLUTION REGARDING STATE APPORTIONMENT

It is recommended that the Board of Trustees adopt the proposed Resolution concerning calculation of state apportionment.

b. CLAIM FOR PERSONAL INJURIES

It is recommended that the Board of Trustees reject the claim for personal injuries as presented by the attorneys for an employee of P & A Construction Company.

c. MANAGEMENT POSITIONS

In conjunction with Education Code Section 13085.5 which becomes effective in March, a report and a recommendation will be made concerning those certificated positions which must be designated as "management positions."

1. SUPERINTENDENT'S REPORT

d. AREA ADULT COORDINATING COUNCILS

A report and a recommendation will be made concerning legislation which mandates the appointment of Area Adult Continuing Education Coordinating Councils.

e. SUMMARY OF FINANCIAL STATUS

In conjunction with Education Code Section 949, the Superintendent/President is hereby submitting to the Board of Trustees a summary of financial status of the District as of December 31, 1972.

f. NONRESIDENT TUITION FEE FOR 1973-74

The Board of Trustees will be given a corrected report concerning the nonresident tuition fee for 1973-74.

g. CONFERENCES

It is recommended that the following conferences be approved with actual and necessary expenses paid:

1. Robert Doty -- Meeting of the Liaison Committee on Business Administration - Pomona - March 1, 1973.
2. Calvin Nelson -- Engineering Liaison Committee Meeting - Sacramento - March 8 - 9, 1973.
3. Roy Stevens -- Community College Basketball Coaches Convention - Ventura - March 8 - 10, 1973.
4. George Hartman -- Convention of California Association of Health, Physical Education, and Recreation - San Diego - April 13 - 17, 1973.

h. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

1. Progress Payment Number 18 has been submitted by P & A Construction Company, Inc., as set forth below, and payment is recommended:

Revised contract price - \$3,179,294.06	
Total earned as of 1-31-73	\$ 2,895,622.39
Less 10% retention	<u>289,562.24</u>
Net due on earned to date	\$ 2,606,060.15
Advance, materials on site	<u>8,100.00</u>
Total payment allowed to date	\$ 2,614,160.15
Less previous payments	<u>2,479,207.63</u>
Total amount payable this estimate	\$ 134,952.52

2. Approval of Change Order Number 8 is recommended, covering two items resulting in a net decrease of \$650.00.

Original contract price		\$ 3,171,000.00
Change Order Number 1 (1-10-72)	Add	3,321.52
Change Order Number 2 (1-20-72)	Add	1,240.04
Change Order Number 3 (2-24-72)	Deduct	(261.94)
Change Order Number 4 (8-30-72)	Add	5,433.48
Change Order Number 5 (10-16-72)	Deduct	(751.37)
Change Order Number 6 (11-14-72)	Deduct	(3,062.18)
Change Order Number 7 (12-6-72)	Add	2,374.51
Change Order Number 8 (1-26-73)	Deduct	<u>(650.00)</u>
New revised contract price		\$ 3,178,644.06

The contract time will be increased by two days. The date of completion as of the date of this change order is April 9, 1973.

3. Ramberg and Lowrey has submitted a request for payment for architectural services as set forth below, and approval is recommended:

Architectural services - Library Building
 Fee - 7% of Awarded Construction Contract
 Building only - \$2,771,000.00

Architectural fee	\$193,970.00
Payments prior to construction	<u>155,176.00</u>
Balance for construction phase	\$ 38,794.00

This billing to 90% construction completion	\$34,914.60
Less previous construction payments	<u>29,095.50</u>
Total this request	\$ 5,819.10

2. BUSINESS MANAGER'S REPORT

b. SCIENCE-MATHEMATICS BUILDING

1. Progress Payment Number 2 has been submitted by J. B. Allen & Company, as set forth below, and approval is recommended:

Contract price - \$3,934,600.00	
Total earned as of 1-20-73	\$199,067.00
Less 10% retention	19,906.70
Net due on earned to date	\$179,160.30
Less previous payments	64,303.20
Total amount payable this estimate	\$114,857.10

2. LeRoy Crandall & Associates have submitted requests for payment as set forth below, and approval is recommended:

Inspection and Testing	
Partial billing 2, 12-29-72	\$ 1,235.65
Partial billing 3, 1-26-73	1,700.73
Total	\$ 2,936.38

c. ADDITIONAL ARCHITECTURAL AND CONSULTING SERVICES

1. Ramberg and Lowrey has submitted requests for payment as set forth below, and approval is recommended:

Project Planning Guide 1973

Technology Building	\$ 827.82
Outdoor Physical Education Facilities	2,430.00
Swimming Pool	1,596.25
Entrance and Perimeter Road	593.25
Gym-Physical Education Building	745.62
Central Plant Equipment	77.50
Total	\$ 6,270.44

2. Leo A. Meyer Associates has submitted a request for payment in the amount of \$730.09 for consulting services rendered in connection with the Vocational-Technology Building. Approval is recommended.

d. MUSIC-ARTS BUILDING

Ramberg and Lowrey has submitted a request for payment in the amount of \$1,877.88 for architectural services rendered in connection with the Music-Arts Building. Approval is recommended.

2. BUSINESS MANAGER'S REPORT

e. NOVEMBER 1972 ELECTION

It is recommended that payment be authorized to the County of Orange in the amount of \$4,871.54 for the District's share of the November, 1972, election expenses.

f. INSTITUTIONAL MEMBERSHIP

It is recommended that payment be authorized to the American Association of Community and Junior Colleges in the amount of \$600.00 for the 1973 institutional membership fee.

g. INTERDISTRICT TUITION

It is recommended that payment be authorized to the Santa Barbara Community College District in the amount of \$3,023.97 for tuition charges during the 1971-72 academic year.

h. AWARDS

It is recommended that the awards on the attached list be approved, each bidder having submitted the low bid meeting specifications, and that payment be authorized upon delivery and acceptance of the items ordered.

i. PURCHASE ORDERS

It is recommended that Purchase Orders 11290 through 11521, totaling \$770,919.84, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

j. PAYMENT OF BILLS

It is recommended that District Warrants 96-13903 through 96-14291, totaling \$679,554.65, be approved and ratified for payment.

k. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	6A	\$148,436.04
Classified Payroll	6B	48,228.24
Classified Payroll	7M	13,650.00
		<u>\$210,314.28</u>

AGENDA
BOARD OF TRUSTEES
February 14, 1973

2. BUSINESS MANAGER'S REPORT

1. POSITION DESCRIPTION

Position description for Maintenance Man 11 is presented with recommendation for approval.

m. MISCELLANEOUS

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT

(The next Regular Meeting of the Governing Board will be held on March 5, 1973, at 8:00 P.M.)