

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK JUNIOR COLLEGE DISTRICT
April 13, 1970

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

REGULAR MEETING

✓ Pledge of Allegiance and Invocation

The minutes of the Regular Meeting held on March 23, 1970, are submitted for your approval.

Communications:

1. SUPERINTENDENT'S REPORT

✓ a. PRESENTATION BY FACULTY ASSOCIATION

Representatives of the Faculty will make a presentation concerning the English Composition Program.

✓ b. ACADEMIC CALENDAR FOR 1970-71

It is recommended that the proposed academic calendar for the 1970-71 academic year be approved by the Board of Trustees.

✓ c. GIFT

Mrs. James Utt wishes to donate to the College a number of books owned by the Congressman. It is recommended that the Board of Trustees approve the acceptance of this gift and that an appropriate letter of appreciation be sent to Mrs. Utt.

d. COMMENCEMENT REGALIA

It is recommended that the Board of Trustees approve the Superintendent's proposal concerning the rental of Commencement regalia.

1. SUPERINTENDENT'S REPORT

✓ e. PROPOSED BOARD POLICIES

It is recommended that the Board of Trustees approve the proposed Board Policies as presented.

✓ f. CONFERENCES

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

- ✓ 1. Reynold Kero - Chemistry Workshop - Hayward - April 17, 1970.
- ✓ 2. Doyle McKinney - Seminar of the Western Speech Association - Portland, Oregon - November 23, 1970.
- ✓ 3. Jack Swartzbaugh - Conference of Deans of Men and Activity Chairmen - Oakland - May 6 - 9, 1970.

✓ g. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

✓ a. PERMANENT CAMPUS

1. W. J. Shirley, Inc., has presented their demand for payment of \$159,591.10, which constitutes payment of retention and final payment under the contract. This request for payment has been approved by the Architect and the District Inspector, and we are recommending that payment be authorized. Thirty-five days have elapsed since the Notice of Completion was filed with the Orange County Recorder.

| | |
|-------------------------|-----------------------|
| Original Contract Price | \$1,500,000.00 |
| Change Order No. 1 | 16,367.32 |
| Change Order No. 2 | 2,982.12 |
| Change Order No. 3 | 876.92 |
| Change Order No. 4 | 7,568.46 |
| Total Revised Price | <u>\$1,527,794.82</u> |
| Previous Payments | <u>1,368,203.72</u> |
| Balance Due | \$ 159,591.10 |

2. BUSINESS MANAGER'S REPORT

a. PERMANENT CAMPUS (CONTINUED)

2. It is also recommended that the Superintendent be authorized to release to W. J. Shirley, Inc., a certified check in the amount of \$27,000.00 held by the District as a guarantee of complete performance, when such remaining work is satisfactorily completed and accepted by the Superintendent.
3. The Sully-Miller Contracting Company requests payment in the amount of \$21,722.86, which constitutes the 10% retention. It is recommended that this payment be authorized. Thirty-five days have elapsed since the Notice of Completion was filed with the Orange County Recorder.

| | |
|-----------------------------|---------------|
| Original Contract Price | \$ 253,661.00 |
| Change Order No. 1 | - |
| Change Order No. 2 - deduct | (40,757.35) |
| add | 4,324.94 |
| Total Revised Price | \$ 217,228.59 |
| Previous Payments | 195,505.73 |
| Balance Due | \$ 21,722.86 |

b. TUITION PAYMENT

We have received a tuition billing from the Pasadena Area Junior College District as follows:

| | |
|---|-------------|
| Charge for Saddleback students attending Pasadena City College, 1968-69 | \$ 1,339.54 |
| Less tuition charge for Pasadena students attending Saddleback College, 1968-69 | 971.06 |
| Net Due Pasadena | \$ 368.48 |

It is recommended that payment to the Pasadena Area Junior College District in the amount of \$368.48 be authorized.

c. ANNUAL SCHOOL DISTRICT AUDIT

We are required to notify the County Superintendent of Schools not later than May 1, 1970, the name of the accounting firm that the Board of Trustees selects to do the annual audit. It is recommended that the same firm that performed the audit last year, Hanson, Peterson, Cowles & Sylvester, be appointed to perform the annual audit of the District's records for the fiscal year beginning July 1, 1969, and ending June 30, 1970, for a fee not to exceed \$1,150.00, and that the Superintendent or Business Manager be authorized to execute the required agreement.

2. BUSINESS MANAGER'S REPORT

✓ d. AWARDS

It is recommended that the awards on the attached list be approved, each bidder having submitted the low bid meeting specifications.

✓ e. PURCHASE ORDERS

It is recommended that Purchase Orders 3671 through 3901, totaling \$33,996.76, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

✓ f. PAYMENT OF BILLS

It is recommended that District Warrants 96-4347 through 96-4528, totaling \$201,064.01, be approved and ratified for payment.

✓ g. MISCELLANEOUS

✓ 3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT

(The next Regular Meeting of the Board of Trustees will be held on Monday, April 27, 1970, at 7:45 P.M.)