

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

July 26, 1973

Telephone:
831-9700

N O T I C E O F
S P E C I A L M E E T I N G

To: Mr. Patrick Backus
Mrs. Donna Berry
Mr. Alyn Brannon
Mr. Michael Collins
Mr. John Lund
Mr. James Marshall
Mr. Hans 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 first day of August, 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 Communications.
2. Approval of Minutes of Previous Meeting.
3. Public Hearing and Final Adoption of the Budget.
4. Proposed Acceptance of Library-Classroom Complex.
5. Chart of Administrative Organization for 1973-74.
6. Proposed Board Policies.
7. Summary of Financial Status of the District as of June 30, 1973.

AGENDA
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
July 26, 1973

8. Proposed Agreement with the Department of Real Estate.
9. Proposed Course at Marine Corps Air Station.
10. Requested Use of Athletic Facilities.
11. Proposed District Police Department.
12. Proposed Club.
13. Membership in the American College Public Relations Association.
14. Conference Requests.
15. Progress Payment to J. B. Allen & Company.
16. Payments to Ramberg and Lowrey for Architectural Services.
17. Final Payment to P & A Construction Company, Inc.
18. Proposed Classified Position Description.
19. Awards to Vendors.
20. Purchase Orders.
21. Payment of Bills.
22. Payment of Personnel Services.
23. Oral Communications.
24. Executive Session - Personnel.



Fred H. Bremer, Secretary to the Board of Trustees

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
August 1, 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 July 10, 1973, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. PUBLIC HEARING AND FINAL ADOPTION OF THE BUDGET

A Public Hearing will be held in conjunction with the final adoption of the budget for 1973-74. It is recommended that the budget for the fiscal year beginning July 1, 1973, and ending June 30, 1974, be adopted as presented.

b. LIBRARY-CLASSROOM COMPLEX

It is recommended that the Board of Trustees approve the Library-Classroom Complex as being substantially complete on August 1, 1973, and that authorization be given to file the final notice of completion. P & A Construction Co., Inc., has expressed a willingness to deposit with the District a certified check amounting to \$5,000 as assurance that the deficiencies remaining on the punch list will be ameliorated.

c. ADMINISTRATIVE ORGANIZATION

It is recommended that the Board of Trustees adopt as presented the Chart of Administrative Organization for the 1973-74 fiscal year.

1. SUPERINTENDENT'S REPORT

d. PROPOSED BOARD POLICIES

It is recommended that the Board of Trustees approve the following recommendations:

1. A revision of Board Policy 5101 to comply with the new residence law.
2. The adoption of proposed Board Policy 5407 in conjunction with Education Code Section 7153.5.

e. BOARD POLICY 4112

It is recommended that the Board of Trustees take action on the proposed change in Board Policy 4112 - Certificated Personnel-Teaching Load. Action on this particular proposal was tabled at the last meeting.

f. SUMMARY OF FINANCIAL STATUS

In conjunction with Education Code Section 939, a summary of the financial status of the District as of June 30, 1973, is hereby submitted.

g. PROPOSED AGREEMENT WITH THE DEPARTMENT OF REAL ESTATE

It is recommended that the Board of Trustees approve an agreement with the Department of Real Estate whereby the College will be granted an amount of \$400.00 for the 1973-74 academic year.

h. PROPOSED ADMINISTRATION OF JUSTICE COURSE

It is recommended that Administration of Justice I, Advanced Officers Course, be offered at the Marine Corps Air Station, El Toro, and at the Marine Corps Air Station (H), Santa Ana, as follows:

September 17 - 21, 1973
September 24 - 28, 1973
October 1 - 5, 1973 (MCAS, El Toro only)

i. REQUESTED USE OF FACILITIES

It is recommended that the Junior All American Football Conference of Mission Viejo be approved to use the athletic field for its games during the months of September, October, and November.

1. SUPERINTENDENT'S REPORT

j. PROPOSED DISTRICT POLICE DEPARTMENT

It is recommended that the Board of Trustees adopt the Resolution establishing the Saddleback Community College District Police Department and the accompanying Traffic and Parking Regulations.

k. PROPOSED CLUB

It is recommended that the Board of Trustees approve the formation of the Theta Sigma Club and its proposed Constitution.

l. AMERICAN COLLEGE PUBLIC RELATIONS ASSOCIATION

It is recommended that the Board of Trustees approve membership in the American College Public Relations Association for 1973-74, at a fee of \$165.00.

m. CONFERENCES

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

1. George Hartman -- Fall Meeting of the Mission Conference - San Diego - August 22 - 24, 1973.
2. William Williams -- Conference on Social Science Curriculum and Instruction - Fullerton - October 19, 1973.
3. Doyle McKinney -- National Convention of Speech Communication Association - New York - November 8 - 11, 1973, (not to exceed \$200.00).

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

Payment Request Number 24, constituting the final payment, has been submitted by P & A Construction Co., Inc., as set forth below; and payment is recommended 35 days after filing a Notice of Completion.

Revised Contract Price - \$3,178,522.26

Total earned as of 6-27-73	\$3,178,522.26
Less 10% Retention	-0-
Net due on earned to date	\$3,178,522.26
Less previous payments	2,860,670.03
Total amount payable this request	\$ 317,852.23

2. BUSINESS MANAGER'S REPORT

b. SCIENCE-MATHEMATICS BUILDING

1. Progress Payment Number 9 has been submitted by J. B. Allen & Company, as set forth below, and payment is recommended.

Contract Price - \$3,934,600.00	
Total earned as of 7-18-73	\$1,093,248.00
Less 10% retention	109,324.80
Net due on earned to date	\$ 983,923.20
Less previous payments	772,781.40
Total amount payable this estimate	\$ 211,141.80

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

Science-Mathematics Building and Site Work
 Fee - 7% of Awarded Construction Contract - \$3,934,600.00

Architectural fee	\$275,422.00
Payments prior to construction	220,337.60
Balance for construction phase	\$ 55,084.40

This billing, 27% construction complete	\$14,872.78
Less previous construction payments	11,016.88
Total due this request	\$ 3,855.90

c. MUSIC ARTS BUILDING

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

Music Arts Building and Site Work
 Fee - 7% of Agreed Revised Preliminary Estimate
 Construction Cost \$3,230,712.00 = \$226,149.84

Construction documents phase (75%)	\$169,612.38
Less design development phase (30%) paid	64,963.50
Balance for working drawings phase	\$104,648.88

(5 monthly progress payments @ \$20,929.77)	
This billing, No. 4 of 5	\$ 20,929.77

2. BUSINESS MANAGER'S REPORT

d. POSITION DESCRIPTION

It is recommended that the proposed position description for Maintenance Equipment Operator 1 be adopted, and that it be placed at Grade 30 on the Classified Employees Salary Schedule.

e. 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.

Authorization is also requested to include the name of the low bidder for two water polo goals, which bids are due on August 6, 1973.

f. PURCHASE ORDERS

It is recommended that Purchase Orders 12403 through 12679, totaling \$290,530.06, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

g. PAYMENT OF BILLS

It is recommended that District Warrants 96-15701 through 96-15874, totaling \$529,880.34, be approved and ratified for payment.

h. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	12A	\$ 160,999.41
Classified Payroll	12B	37,704.72
Classified Payroll	1 M	15,085.00
		<u>\$ 213,789.13</u>

3. ORAL COMMUNICATIONS

4. EXECUTIVE SESSION - PERSONNEL

5. ADJOURNMENT

(The next Regular Meeting of the Board of Trustees will be held on Tuesday, September 11, 1973, at 8:00 P.M.)