

A G E N D A

REGULAR MEETING  
BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
December 10, 1973 -- 8:00 P.M.

Board Room  
28000 Marguerite Parkway  
Mission Viejo, California 92675

I. PRELIMINARY

Pledge of Allegiance and Invocation

Communications

\* II. CONSENT CALENDAR

All items listed under Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless it is requested that specific items be discussed or removed from the Consent Calendar.

1. Minutes of the Regular Meeting held on November 12, 1973, and Minutes of the Special Meeting held on November 29, 1973.
2. Change in Salary Classification as listed in III-6.
3. Conferences as listed in III-8.
4. Progress Payment Number 14 to Contractor as listed in III-10a.
5. Approval of Change Orders 5, 6, and 7 as listed in III-10b, III-10c, and III-10d.
6. Payment to District Architect as listed in III-10e, III-11, and III-12.
7. Payment to Rancho Santiago Community College District for Computer Services as listed in III-13.

II. CONSENT CALENDAR

8. Proposed Revisions for Classified Job Specifications as listed in III-14.
9. Repayment of loan to United California Bank as listed in III-15.
10. Awards as listed in III-17.
11. Purchase Orders as listed in III-18.
12. Payment of Bills as listed in III-19.
13. Payment of Personnel Services as listed in III-20.
14. Employment of Part-time Registration Clerks as listed in VI-25.
15. Employment of Extended Day Instructors as listed in VI-26.

III. DISCUSSION/ACTION ITEMS

1. INSURANCE AGENTS

In compliance with instructions from the Board of Trustees, Mr. Mack and Mr. Spry have been invited to appear at this meeting in order to present their views concerning the Health and Accident Insurance carried by the District.

2. RESOLUTION

It is recommended that the Board of Trustees adopt the Resolution and Order of Governing Board Member Election and Specifications of Election Order in conjunction with the Board vacancy which will be filled on March 5, 1974.

3. ASSEMBLY BILL NUMBER 1489

It is requested that the Board of Trustees take action on the provisions of Assembly Bill Number 1489 which, effective January 1, 1974, will make it possible for Members of Boards of Trustees to receive compensation for attending Board Meetings.

4. GENERAL ADVISORY COMMITTEE

A recommendation will be made to the Board of Trustees in conjunction with the continuation of the General Advisory Committee.

III. DISCUSSION/ACTION ITEMS

5. NONRESIDENT TUITION FEE

As a result of a necessary modification in certain aspects of the current cost of education for 1972-73, the tuition for non-resident students, effective July 1, 1974, has been set at \$22.00 per quarter unit instead of the rate of \$26.65 which was originally established. It is recommended that the Board of Trustees accept this adjustment.

\* 6. CHANGE IN SALARY CLASSIFICATION

In compliance with Board Policy 4101.1, the list of instructors who have changed salary classifications for 1973-74 is presented herewith.

7. INTERDISTRICT ATTENDANCE PERMITS

The Superintendent/President will make a recommendation to the Board of Trustees in conjunction with the issuance of inter-district attendance permits.

\* 8. CONFERENCES

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

- a. Frank Sciarrotta -- Meeting of Liaison Committee on Natural Sciences - Sacramento - November 10, 1973.
- b. George Hartman -- American Football Coaches Association Meeting - San Francisco - January 5 - 10, 1974.
- c. Jack Swartzbaugh -- Student Personnel Administrators Conference - San Diego - January 9 - 11, 1974.
- d. Roy Barletta -- California Community College Business Officials Conference - El Cajon - January 24 - 25, 1974.

9. REMODELING OF BUILDING "P" (HOME ECONOMICS)

It is recommended that T. H. Wilson Development Company be awarded the contract to remodel Building "P" for a total sum of \$24,000.00, said bid being the lowest submitted, and that the Superintendent be authorized to execute the contract and give notice to proceed with the work as soon as possible.

III. DISCUSSION/ACTION ITEMS

\* 10. SCIENCE-MATHEMATICS BUILDING

- a. Progress Payment Request Number 14 has been submitted by J. B. Allen and Company, as set forth below, and payment is recommended:

Contract Price -	\$3,934,600.00	
Total earned as of November 27, 1973		\$ 2,043,643.59
Less 10% retention		<u>204,364.36</u>
Net due on earned to date		1,839,279.23
Less previous payments		<u>1,654,886.33</u>
Total amount payable this estimate		\$ 184,392.90

- b. Approval of Change Order Number 5 is recommended, covering three items with a net increase of \$141.77 in price.

Original contract price		\$ 3,934,600.00
Change Order Number 1 (3-26-73)		-0-
Change Order Number 2 (4-17-73)		-0-
Change Order Number 3 (5-1-73)	deduct	(1,783.49)
Change Order Number 4 (8-13-73)	add	10,446.09
Change Order Number 5 (11-30-73)	add	<u>141.77</u>
Revised contract price		\$ 3,943,404.37

There is no change in contract time; date of completion as of this Change Order remains July 5, 1974.

- c. Approval of Change Order Number 6 is recommended, covering one item with a net increase of \$2,240.47 in price.

Original contract price		\$ 3,934,600.00
Change Order Number 1 (3-26-73)		-0-
Change Order Number 2 (4-17-73)		-0-
Change Order Number 3 (5-1-73)	deduct	(1,783.49)
Change Order Number 4 (8-13-73)	add	10,446.09
Change Order Number 5 (11-30-73)	add	141.77
Change Order Number 6 (11-30-73)	add	<u>2,240.47</u>
Revised contract price		\$ 3,945,644.84

There is no change in contract time; date of completion as of this Change Order remains July 5, 1974.

III. DISCUSSION/ACTION ITEMS

10. SCIENCE-MATHEMATICS BUILDING (Continued)

- d. Approval of Change Order Number 7 is recommended, covering five items with a net decrease of \$2,009.77 in price.

Original contract price		\$ 3,934,600.00
Change Order Number 1 (3-26-73)		-0-
Change Order Number 2 (4-17-73)		-0-
Change Order Number 3 (5-1-73)	deduct	(1,783.49)
Change Order Number 4 (8-13-73)	add	10,446.09
Change Order Number 5 (11-30-73)	add	141.77
Change Order Number 6 (11-30-73)	add	2,240.47
Change Order Number 7 (11-30-73)	deduct	(2,009.77)
Revised contract price		\$ <u>3,943,635.07</u>

The contract time will be increased by nine days; date of completion as of this Change Order will be July 14, 1974.

- e. Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and payment is recommended:

Fee - 7% of awarded construction contract of \$3,934,600.00.

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

This billing to 51% construction completion	\$ 28,093.04
Less previous construction payments	<u>25,338.82</u>
Total due this request	\$ <u>2,754.22</u>

\* 11. CENTRAL PLANT

Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and payment is recommended:

Fee - 7% of agreed preliminary estimate of construction cost of \$1,361,057.00 = \$95,273.99

Construction documents phase to 75%	\$ 71,455.49
Less design development phase (30%) paid	<u>28,387.33</u>
Balance for working drawing phase (4 monthly billings @ \$10,767.02)	\$ 43,068.11
This billing, No. 1 of 4	\$ 10,767.02

III. DISCUSSION/ACTION ITEMS

\* 12. GYM-PHYSICAL EDUCATION BUILDING

Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and payment is recommended:

Fee - 7% of agreed preliminary estimate of construction cost of \$1,964,094.00 = \$137,486.58

Construction documents phase to 75%	\$103,114.93	
Less design development phase (30%) paid		<u>43,157.69</u>
Balance for working drawing phase (5 monthly billings @ \$11,991.45)	\$ 59,957.24	
This billing, No. 1 of 5		\$ 11,991.45

\* 13. COMPUTER SERVICES

It is requested that payment be authorized to Rancho Santiago Community College District in the amount of \$2,386.34 for computer services for the quarter ending September 30, 1973, in accordance with the agreement which was approved by the Board of Trustees on July 10, 1973.

\* 14. CLASSIFIED POSITION DESCRIPTION REVISIONS

It is recommended that the proposed revisions in the specifications for the following classified positions be approved:

- a. Maintenance Man 1 - Building. Specifications revised to include locksmith skills.
- b. Gym-Athletic Equipment and Field Manager. Specifications revised to place supervision of the position with Athletic Director and/or Chairman, Health and Physical Education Division.

\* 15. REPAYMENT OF LOAN

In accordance with the agreement for the temporary loan with the United California Bank, authorization is requested to pay the principal of \$500,000.00 and interest of \$4,019.75.

16. PROPOSED POLICY REVISION

It is recommended that the proposed revision of Board Policy 5403, Traffic and Parking Regulations, be approved as presented. The revision eliminates the requirement for student decals for parking in the unreserved areas of the student lots, and makes other minor changes.

III. DISCUSSION/ACTION ITEMS

\* 17. 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.

\* 18. PURCHASE ORDERS

It is recommended that Purchase Orders 13530 through 13764, totaling \$50,008.80, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

\* 19. PAYMENT OF BILLS

It is recommended that District Warrants 96-16815 through 96-17017, totaling \$195,142.65, be approved and ratified for payment.

\* 20. PAYMENT OF PERSONNEL SERVICES

Classified Payroll	4B	\$ 45,413.12
Classified Payroll	5M	19,533.00
Certificated Payroll	5A	<u>185,533.07</u>
		\$250,479.19

21. MISCELLANEOUS

IV. LEGISLATION

Legislative reports may be given by the Members of the Board of Trustees and the Administration.

V. ORAL COMMUNICATIONS

Members of the audience who wish to address the Board of Trustees may do so at this time.

VI. EXECUTIVE SESSION

Personnel matters relating to certificated and classified members of the staff will be presented for discussion and/or action.

VII. ADJOURNMENT