

# A G E N D A

BOARD OF TRUSTEES  
SADDLEBACK JUNIOR COLLEGE DISTRICT  
April 28, 1969 -- 7:45 P.M.

Board Room  
26522 Crown Valley Parkway  
Mission Viejo, California 92675

## REGULAR MEETING

Pledge of Allegiance and Invocation

The minutes of the regular meeting held on April 14, 1969, are presented for your approval.

Communications

### 1. SUPERINTENDENT'S REPORT

#### a. VOCATIONAL-TECHNICAL PROGRAMS

We are again submitting to the Board of Trustees for its consideration the proposed Electronics and Registered Nursing Programs.

#### b. COURSE CHANGES AND ADDITIONS

A recommendation will be made with regard to changing existing courses and adding new courses to the curriculum.

#### c. ACCREDITATION

A report will be given to the Board of Trustees concerning the accreditation visit to the College on May 7, 1969.

#### d. FOREIGN STUDENT PROGRAM

A recommendation will be made with regard to instituting a Foreign Student Program at the beginning of the 1969-70 academic year.

#### e. GROUNDBREAKING CEREMONIES

A report will be given to the Board of Trustees concerning the groundbreaking ceremonies to be held May 1, 1969.

1. SUPERINTENDENT'S REPORT

f. ASSOCIATED STUDENT BODY CONSTITUTION

The Associated Student Body Constitution will be presented to the Board of Trustees for its approval, along with specific recommendations from the administration.

g. AIRLINE SEATS

The Western Airlines Training Center has generously given to the District one three-unit seating section and one two-unit seating section which will be used in the stewardess training program. It is recommended that the Board accept and acknowledge this gift.

h. RELEASED TIME FOR CO-CURRICULAR ACTIVITIES

A recommendation will be presented from the Humanities Subcommittee of the General Advisory Committee concerning released time for those members of the Fine Arts Division who are engaged in co-curricular activities.

i. CONFERENCE REQUEST

It is recommended that Lee Rhodes be approved to attend the National Conference on Oceans, Industry and the Educator, in Long Beach, on May 5 - 7, 1969, with actual and necessary expenses paid.

j. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

a. PERMANENT CAMPUS

1. Proposed agreement between the District and the civil engineering firm of Jennings, Halderman, and Hood. This firm was employed by the District at the meeting of April 7, 1969, to perform additional civil engineering services as required by the District. Attached to the agenda, a copy of the proposed agreement is submitted which indicates that the fee for the services required is not to exceed \$12,900. It is recommended that the Superintendent or the Business Manager be authorized to execute said agreement.
2. Easement -- The Moulton-Niguel Water District requires an easement for the servicing and reading of the water meter. Authorization is recommended to proceed to work out an arrangement with the Moulton-Niguel Water District for the purpose of describing specifically the easement that will be required. It is anticipated that the total easement will be approximately 120 - 150 square feet.

2. BUSINESS MANAGER'S REPORT

a. PERMANENT CAMPUS (Continued)

3. A progress report will be made by the staff and architects concerning the work now under progress on the permanent campus.

b. DISTRICT CALENDAR INFORMATION

The District is required to file with the Office of the County Superintendent of Schools calendar information for employees and students on or before May 1, 1969. Attached to the agenda is a copy of the proposed calendar information.

c. TEMPORARY QUARTERS

It will be necessary that the District provide temporary facilities during that period of time when the present facilities will be relocated to the permanent campus. It is requested that the Superintendent and Business Manager be authorized to make suitable arrangements to provide temporary facilities for the months of July, August, and possibly some part of September.

d. BUDGET COMMITTEE REPORT

A report will be made by the Budget Committee composed of Mr. Brannon and Mr. Zitnik relative to instituting two new programs for the 1969-70 academic year.

e. ARCHITECT'S AND CONSULTANT'S REQUEST FOR PAYMENT

1. The firm of Ramberg and Lowrey has presented a request for payment in the amount of \$66,891.84, which represents 70 percent completion of its service.
2. James A. Roberts Associates, Inc., has requested payment for service performed through March 1969, in the amount of \$2,148.79. Mr. Lowrey, District Architect, has approved this request.

f. PURCHASE ORDERS

It is recommended that Purchase Orders 1568 through 1633, totaling \$15,295.11, 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 96-02336 through 96-02414, totaling \$18,131.61, be approved and ratified for payment.

AGENDA  
BOARD OF TRUSTEES  
April 28, 1969

2. BUSINESS MANAGER'S REPORT

h. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll -- 9A	\$ 50,256.36
Classified Payroll -- 9B	<u>19,248.44</u>
Total	\$ 69,504.80

i. MISCELLANEOUS

1. A recommendation will be made concerning the possibility of using a portion of the permanent campus for grazing sheep between May and July.

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION -- PERSONNEL

6. ADJOURNMENT

(The next regular meeting of the Board of Trustees will be held Monday, May 12, 1969, at 7:45 P.M.)