

A G E N D A

BOARD OF TRUSTEES  
SADDLEBACK JUNIOR COLLEGE DISTRICT  
January 12, 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 December 22, 1969,  
are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. PROPOSED BOARD POLICY

It is recommended that the proposed policy pertaining to  
student activities and organizations be adopted by the  
Board of Trustees.

b. ADVANCED OFFICERS COURSE

A report and recommendation will be made with regard to  
offering an Advanced Officers Course.

c. CONFERENCES

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

1. Melvin Mitchell - Conference of the American College  
Public Relations Association - San Diego -  
January 28 - 30, 1970.
2. George Hartman, Vince McCullough, Bill Orta,  
William Phillips, Jay Roelen, Richard Stuetz -  
Coach of the Year Clinic - Santa Monica -  
February 7 - 8, 1970.

1. SUPERINTENDENT'S REPORT

d. PERMANENT CAMPUS

A progress report concerning work on the permanent campus will be presented by the District Architect.

e. MISCELLANEOUS

1. Request by Mr. Collins to be absent from the State.

2. BUSINESS MANAGER'S REPORT

a. PERMANENT CAMPUS

The following payments are recommended for approval:

1. Bart Pipeline, Inc. (retention due) \$2,100.00

2. Jennings-Halderman-Hood \$ 817.00  
1,655.50 \$2,472.50

3. W. J. Shirley, Inc. - Progress Payment Number 8

Completed to date	\$1,472,277.80
Less 10 percent retention	<u>147,227.78</u>
Earned to date	1,325,050.02
Less previous payments	<u>1,303,566.26</u>
Due this payment	21,483.76

b. TUITION PAYMENTS

1. Orange Coast Junior College District  
Balance due \$179,124.29

2. North Orange County Junior College District 50,778.99

3. Long Beach Unified School District 3,412.11  
\$233,315.39

c. AWARD

It is recommended that the award listed below be approved, the bidder having submitted the low bid meeting specifications:

Bid No. 75 - Engineering Equipment (Acct. #96-2-19-52-1269-116),  
to Keuffel & Esser for \$11,734.40.

2. BUSINESS MANAGER'S REPORT

d. PURCHASE ORDERS

It is recommended that Purchase Orders 3019 through 3154, totaling \$97,407.98, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

e. PAYMENT OF BILLS

It is recommended that District Warrants 96-3680 through 96-3824, totaling \$48,048.88, be approved and ratified for payment.

f. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll - 5A	\$100,694.23
Classified Payroll - 5B	<u>27,218.50</u>
	\$127,912.73

g. DATA PROCESSING

A proposed job analysis is presented for review, and it is recommended that the position be adopted and authorization granted to fill said position as soon as possible. The Business Manager and the Superintendent will present information supporting the need for the position.

h. MISCELLANEOUS

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT

(The next regular meeting of the Board of Trustees will be held Monday, January 26, 1970, at 7:45 P.M.)