

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
January 17, 1972 -- 7:00 P.M.

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

REGULAR MEETING

Pledge of Allegiance and Invocation

The Minutes of the Special Meeting held on December 13, 1971, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. ENROLLMENT REPORT

The Board of Trustees will be given a complete enrollment report for the Winter Quarter.

b. BOARD MEETINGS

It is requested that discussion materialize concerning the number of regular meetings which the Board of Trustees is holding each month and the starting time for such meetings.

c. PAYMENT TO RAMBERG AND LOWREY

On October 18, 1971, the Board of Trustees approved a payment amounting to \$23,341.05 to Ramberg and Lowrey for architectural services in connection with the Science-Mathematics Building.

In view of the fact that action in this matter was inadvertently omitted from the minutes of the meeting, it is recommended that the Board of Trustees authorize the Secretary to add the action involved to those minutes.

1. SUPERINTENDENT'S REPORT

d. ACADEMIC CALENDAR FOR 1972-73

It is recommended that the Board of Trustees adopt the proposed calendar for the 1972-73 academic year.

e. PROPOSED BOARD POLICIES

It is recommended that the Board of Trustees approve the following proposed policies:

1. Minimum class size.
2. Rules and regulations for student behavior.

f. REPORT OF INSURANCE COMMITTEE

The Insurance Committee, composed of Mr. Brannon and Mr. Lund, will give a report concerning the Saddleback Insurance Agents Association.

g. CONFERENCES

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

1. Ray Duthoy -- Conference of the California Association of Public Purchasing Officers - Newport Beach - January 27, 1972.
2. George Denney and James Hines -- Conference on Individualized Instruction Systems - Long Beach - February 5, 1972.
3. George Hartman, Vince McCullough, Bill Otta, Jay Roelen, and Dick Stuetz - Coach of the Year Clinic - Santa Monica - February 12 - 13, 1972.
4. Ryburn Bartlett -- Conference of the National Council of Teachers of Mathematics - Las Vegas, Nevada - February 13 - 15, 1972.
5. Melvin Mitchell -- District Conference of the American Public Relations Association - Newport Beach - February 16 - 18, 1972.
6. Howard Bergman, John Flood, Robert Jacobsen, William Kelly, and George Kurlak -- Convention of the California Personnel and Guidance Association - Los Angeles - February 19 - 21, 1972. (days only)
7. Roy Barletta -- Meeting of the Southern California Community College Business Officials - El Cajon, California - February 24 - 25, 1972.
8. James Thorpe -- Conference of the National Council of the Teachers of Mathematics - Denver, Colorado - March 2 - 4, 1972.

1. SUPERINTENDENT'S REPORT

h. MISCELLANEOUS

It is recommended that the Board of Trustees approve a renewal of membership in the American Association of Junior Colleges at a fee of \$600 for the current year.

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

Progress payment request number 5 has been submitted by P & A Construction Company, Inc., as set forth below, and payment is recommended:

Contract Price - \$3,171,000.00	
Total earned as of 12-31-71	\$481,885.08
Less 10% retention	48,188.51
Net due on earned to date	\$433,696.57
Less previous payments	385,561.30
Total payable this estimate	\$ 48,135.27

b. SCIENCE-MATHEMATICS BUILDING

Ramberg and Lowrey has submitted a request for payment for architectural services in connection with the Science-Mathematics Building as set forth below, and payment is recommended:

Building

Fee - 7% of cost estimate of \$3,333,040.00	\$233,242.00	
Construction Documents to 75%	174,931.50	
Paid, design phase (30%)	69,972.60	
Balance, working drawings (5 monthly billings @ \$20,991.78)	\$104,958.90	
This billing: No. 3 of 5		\$20,991.78

Site

Fee - 7% of cost estimate of \$372,900.00	\$ 26,103.00	
Construction documents to 75%	\$ 19,577.25	
Paid, design phase (30%)	7,830.90	
Balance, working drawings (5 monthly billings @ \$2,349.27)	\$ 11,746.35	
This billing: No. 3 of 5		\$ 2,349.27
Total		\$23,241.05

2. BUSINESS MANAGER'S REPORT

c. INTERDISTRICT TUITION BILLING

Tuition billing for the 1970-71 academic year has been received from Long Beach Community College District in the amount of \$2,302.65, and it is recommended that payment be authorized.

d. COMPUTER SERVICES

Rancho Santiago Community College District has submitted its second billing for computer services as set forth below, and it is recommended that payment be authorized:

Consulting Services, 6 hours	\$ 90.00
Computer Time, September - November	2,569.98
Total	\$2,659.98

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.

f. PURCHASE ORDERS

It is recommended that Purchase Orders 8676 through 8876, totaling \$59,524.81, 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 96-10731 through 96-11064, totaling \$425,805.22, be approved and ratified for payment.

h. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	5A	\$128,858.45
Classified Payroll	5B	41,182.90
		<u>\$170,041.35</u>
Certificated Payroll	6A	\$147,036.75
Classified Payroll	6B	41,249.35
		<u>\$188,286.10</u>

AGENDA
BOARD OF TRUSTEES
January 17, 1972

2. BUSINESS MANAGER'S REPORT
 - i. MISCELLANEOUS

3. LEGISLATION
4. ORAL COMMUNICATIONS
5. EXECUTIVE SESSION - PERSONNEL
6. ADJOURNMENT

(The next Regular Meeting of the Governing Board will be held on
Tuesday, February 22, 1972, at 7:00 P.M.)