

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

March 8, 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 J. Backus  
Mrs. Donna C. Berry  
Mr. Alyn M. Brannon  
Mr. Michael T. Collins  
Mr. John B. Lund  
Mr. James W. Marshall  
Mr. Hans W. Vogel

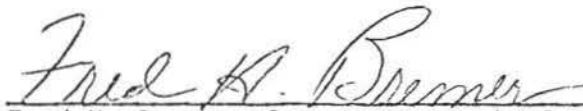
Members of the Board of Trustees of the Saddleback Community College District. You are hereby notified that a Special Meeting of the Board of Trustees is called for the hour of 8:00 o'clock p.m., on the 12th day of March, 1973, in the Board Room of the Saddleback Community College District, 28000 Marguerite Parkway, Mission Viejo, California.

Said meeting is called for the purpose of discussing and/or taking action on the following:

1. Items of Communication.
2. Approval of Minutes of Previous Meeting.
3. Resolution Authorizing the County Treasurer to Invest or Reinvest Funds.
4. Policy Concerning Campus Speakers.
5. Meeting Date of Board Meetings.
6. Tuition.
7. Requested Police Science Courses.
8. Conference Requests.
9. Progress Payments for P & A Construction Company, Inc., and for J. B. Allen and Company.

NOTICE OF SPECIAL MEETING  
BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
March 8, 1973

10. Payments to District Architect for Various Services.
11. Payment for Computer Services.
12. Resolution Authorizing Department of General Services to Make Certain Purchases for the District.
13. Awards to Vendors.
14. Proposed Job Specifications for Maintenance Man II - Heating and Air Conditioning.
15. Purchase Orders.
16. Payment of Bills.
17. Payment of Personnel Services.
18. Legislation.
19. Oral Communications.
20. Miscellaneous.
21. Matters Involving Personnel.

  
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Fred H. Bremer, Secretary to the Board of Trustees

## A G E N D A

BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
March 12, 1973 -- 8:00 P.M.

Board Room  
28000 Marquerite Parkway  
Mission Viejo, California 92675

### SPECIAL MEETING

Pledge of Allegiance and Invocation

The Minutes of the Special Meeting held on February 14, 1973, are submitted for your approval.

Communications

### 1. SUPERINTENDENT'S REPORT

#### a. AUTHORIZATION FOR THE COUNTY TREASURER TO INVEST OR REINVEST FUNDS

It is recommended that the Board of Trustees adopt a Resolution authorizing the Superintendent/President or the Business Manager to direct the new Tax Collector-Treasurer, Mr. Robert L. Citron, to invest or to reinvest funds of the District under the terms and provisions of Section 53607 of the Government Code of the State of California. This Resolution is necessary in view of the fact that the present Tax Collector-Treasurer, Mr. Ivan H. Swanger, is retiring on February 28, 1973.

#### b. CAMPUS SPEAKERS

A discussion will materialize concerning Board Policy 6140.

1. SUPERINTENDENT'S REPORT

c. BOARD MEETING DATE

Mr. Vogel has requested that the Board of Trustees consider changing the meeting date of its meetings from the first Monday to the fourth Monday of the month.

d. TUITION

A report and a recommendation will be made by the Superintendent/President in conjunction with tuition on the community college level.

e. REQUESTED POLICE SCIENCE COURSES

It is recommended that the Board of Trustees approve two Police Science Courses as follows:

1. Police Science 2, Penal Code 832 - Arrest, Search and Seizure, Firearms.

To be offered for six weeks, beginning April 5, 1973, at Tustin Civic Center.

2. Police Science 1, Advanced Officer's Course, to be offered to the San Clemente Police Department in two sessions: April 9 - 13, 1973, and April 23 - 27, 1973.

f. CONFERENCE REQUESTS

It is recommended that the Board of Trustees approve, with actual and necessary expenses paid, the following conferences:

1. R. L. Platt -- Conference of the Area Vocational Planning Committee - San Diego - March 16 - 17, 1973.
2. James F. Thorpe -- Regional Conference of the National Council of Teachers of Mathematics - San Francisco - March 23 - 24, 1973.
3. Howard H. Marcou -- Conference of the Southern California Association of Community College Registrars and Admissions Officers - Ventura - April 4 - 6, 1973.
4. Roy N. Barletta -- 1973 CASBO Conference - San Diego - April 10 - 14, 1973.
5. Vince McCullough, William Otta, Jay Roelen, and Betty Sherrer -- Convention of the California Association of Health, Physical Education, and Recreation - San Diego - April 13 - 16, 1973.
6. William Kelly -- Conference of California Deans of Men and Activity Administrators - San Jose - May 9 - 12, 1973.

1. SUPERINTENDENT'S REPORT

g. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

Progress Payment Number 19 has been submitted by P & A Construction Company, Inc., as set forth below, and payment is recommended:

Revised contract price - \$3,178,644.06	
Total earned as of 2-28-73	\$3,015,873.92
Less 10% Retention	301,587.39
Net due on earned to date	<u>\$2,714,286.53</u>
Advance, materials on site	8,100.00
Total payment allowed to date	<u>\$2,722,386.53</u>
Less previous payments	2,614,160.15
Total amount payable this estimate	<u>\$ 108,226.38</u>

b. SCIENCE-MATHEMATICS BUILDING

Progress Payment Number 3 has been submitted by J. B. Allen and Company, as set forth below, and approval is recommended:

1. Contract Price - \$3,934,600.00	
Total earned as of 2-20-73	\$ 243,160.00
Less 10% Retention	24,316.00
Net due on earned to date	<u>\$ 218,844.00</u>
Less previous payments	179,160.30
Total amount payable this estimate	<u>\$ 39,683.70</u>

2. LeRoy Crandall & Associates has submitted a request for payment in the amount of \$816.73 for testing and inspection services performed in connection with the Science-Math Building, and approval is recommended.

2. BUSINESS MANAGER'S REPORT

c. ADDITIONAL ARCHITECTURAL AND CONSULTING SERVICES

Ramberg and Lowrey has submitted requests for payment as set forth below, and approval is recommended:

<u>Project Planning Guide 1973</u>	
Entrance and Perimeter Road	\$ 375.95
Central Plant (Equipment Guide)	391.25
Technology Building	116.25
Swimming Pool	20.00
Music Arts Building (Equipment Guide)	1,156.25
Outdoor Physical Education Facilities	193.13
Music Arts Building, plan revisions	2,698.75
	<u>\$ 4,951.58</u>

d. COMPUTER SERVICES

It is recommended that payment be authorized to the Rancho Santiago Community College District in the amount of \$2,093.72 for computer time during the months of October, November, and December.

e. RESOLUTION

It is recommended that the attached resolution be adopted authorizing the Department of General Services of the State of California to purchase certain items for the Saddleback Community College District.

f. 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.

g. POSITION DESCRIPTION

It is recommended that the proposed position description for Maintenance Man II, Heating and Air Conditioning, be adopted and that it be placed at Grade 33 on the Classified Employees' Salary Schedule.

2. BUSINESS MANAGER'S REPORT

h. PURCHASE ORDERS

It is recommended that Purchase Orders 11522 through 11698 totaling \$19,323.75, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

i. PAYMENT OF BILLS

It is recommended that District Warrants 96-14292 through 96-14495, totaling \$316,138.82, be approved and ratified for payment.

j. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	\$142,478.55
Classified Payroll	33,085.99
Classified Payroll	13,940.00
	<u>\$189,504.54</u>

k. MISCELLANEOUS

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT