

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
April 12, 1971

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

REGULAR MEETING

Pledge of Allegiance and Invocation

The Minutes of the Regular Meeting held on March 22, 1971, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. COMPUTER PLANNING STUDY

Based on the study performed by Norris & Gottfried, Inc., a recommendation will be made to the Board of Trustees concerning computer services for the 1971-72 academic year.

b. ENROLLMENT REPORT

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

c. CONFERENCES

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

1. Arthur Croisette -- California Work Experience Conference - San Diego - April 29 - May 1, 1971.
2. Bill Kelly -- Conference of Deans of Men and Activity Administrators - San Diego - May 5 - 8, 1971.
3. Jack Swartzbaugh -- Conference of Deans of Men and Activity Administrators - San Diego - May 7 - 8, 1971.

1. SUPERINTENDENT'S REPORT

d. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

a. CAMPUS

1. Ramberg and Lowrey has submitted a request for payment for architectural services rendered in connection with the Library-Classroom Complex as set forth below, for a total payment of \$32,386.33. It is recommended that this payment be authorized.

Library Building

Fee: 7% of Agreed Preliminary Estimate of Construction Cost of \$2,830,000	\$198,100.00
Construction Documents to 70% of Fee	138,670.00
Less Design Development (30%) Paid	<u>59,430.00</u>
Balance for Working Drawing Phase (3 monthly billings @ \$26,413)	\$ 79,240.00
This Billing: No. 3 of 3	\$ 26,413.00

Library Site Work

Fee: 7% of Estimated Cost of Site Work \$640,000	\$ 44,800.00
Construction Documents to 70% of Fee	31,360.00
Less Design Development (30%) Paid	<u>13,440.00</u>
Balance for Working Drawing Phase (3 monthly billings @ \$5,973.33)	17,920.00
This Billing: No. 3 of 3	\$ 5,973.33

Total Billing \$ 32,386.33

2. LeRoy Crandall and Associates has submitted a request for payment for services performed relating to foundation investigation for the proposed Library-Classroom Complex in the amount of \$3,300.00. It is recommended that payment be authorized.

b. ANNUAL DISTRICT AUDIT

We have been requested by the Orange County Department of Education that they be notified before May 3, 1971, as to the auditing firm selected to conduct the annual district audit for the fiscal year ending June 30, 1971. The firm of Hanson, Peterson, Cowles & Sylvester has performed this audit for the past 3 years, and it is recommended that this firm be appointed for the 1970-71 audit at a fee not to exceed \$1,550.00.

2. BUSINESS MANAGER'S REPORT

c. AWARDS

It is recommended that the awards on the attached list be approved, each bidder having submitted the low bid meeting specifications.

d. PURCHASE ORDERS

It is recommended that Purchase Orders 6472 through 6664, totaling \$21,838.84, 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 96-7191 through 96-7368, totaling \$72,782.97, be approved and ratified for payment.

f. MISCELLANEOUS

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT

(The next Regular Meeting of the Governing Board will be held on Monday, April 26, 1971, at 7:45 P.M.)