

A G E N D A

BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
April 23, 1973 -- 8:00 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 March 12, 1973, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. BOARD POLICY NUMBER 6140

It is recommended that discussion and action materialize in conjunction with the request that Board Policy 6140 be changed.

b. ENROLLMENT REPORT

The Board of Trustees will be given an enrollment report for the Spring Quarter of the 1972-73 academic year.

c. ANNUAL DISTRICT AUDIT

In conjunction with instructions from the County Superintendent of Schools that a firm be appointed to conduct the annual District audit no later than May 7, 1973, it is recommended that the Firm of Hanson, Peterson, Cowles, & Sylvester be employed for this purpose at a fee not to exceed \$1,850.00.

d. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

It is recommended that the Board of Trustees approve membership in the Association of Community College Trustees, effective July 1, 1973, at an annual fee of \$350.00.

1. SUPERINTENDENT'S REPORT

e. PROPOSED JOB SPECIFICATIONS

It is recommended that the Board of Trustees approve job specifications for the Position of Director of Community Information and Services.

f. PROPOSED GRIEVANCE POLICY

It is recommended that the Board of Trustees adopt the proposed Grievance Policy for classified personnel and that it approve the requested change in the current Grievance Policy for certificated personnel.

g. SUMMARY OF FINANCIAL STATUS

In conjunction with Education Code Section 939, the Superintendent/President hereby submits to the Board of Trustees a summary of the financial status as of March 31, 1973.

h. REQUESTED USE OF FACILITIES

It is recommended that the Board of Trustees approve the use of the athletic field for the Niguel Little League Baseball Association from April 22, 1973, to June 30, 1973.

i. MAY MEETING DATE

In view of the fact that the date for our May meeting is May 28, Memorial Day, the consideration of the Board of Trustees is requested in selecting another date for this particular session.

j. CONFERENCES

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

1. Jack Swartzbaugh -- Conference of Chief Student Personnel Administrators - Anaheim - April 25, 1973.
2. Anna McFarlin -- Meeting of College Student Aid Officers - Walnut, California - May 1, 1973.
3. Jack Swartzbaugh -- CJCA Spring Articulation Conference - Sacramento - May 7 - 8, 1973.
4. Arthur Croisette -- Convention of Work Experience Educators - Los Angeles - May 10 - 12, 1973.
5. George Hartman and Jack Swartzbaugh -- State Athletic Committee Meeting - Burlingame - May 18 - 19, 1973.

1. SUPERINTENDENT'S REPORT

k. MISCELLANEOUS

1. Recommendation concerning competitive tennis.

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

1. Progress Payment Number 20, presented by P & A Construction Company, Inc., as set forth below, is submitted for ratification:

Revised contract price - \$3,178,644.06	
Total earned as of 3-23-73	\$3,108,473.78
Less 10% retention	310,847.38
Net due on earned to date	<u>\$2,797,626.40</u>
Less previous payment	2,722,386.53
Total amount payable this estimate	\$ 75,239.87

2. Progress Payment Number 21 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 4-17-73	\$3,166,272.88
Less 10% retention	316,627.29
Net due on earned to date	<u>\$2,849,645.59</u>
Less previous payments	2,797,626.40
Total amount payable this estimate	\$ 52,019.19

3. Approval of Change Order Number 9 is recommended, covering five items resulting in a net decrease of \$111.80.

Original Contract Price		\$3,171,000.00
Change Order Number 1 (1-10-72)	Add	3,321.52
Change Order Number 2 (1-20-72)	Add	1,240.04
Change Order Number 3 (2-24-72)	Deduct	(261.94)
Change Order Number 4 (8-30-72)	Add	5,433.48
Change Order Number 5 (10-16-72)	Deduct	(761.37)
Change Order Number 6 (11-14-72)	Deduct	(3,062.18)
Change Order Number 7 (12-6-72)	Add	2,374.51
Change Order Number 8 (1-26-73)	Deduct	(650.00)
Change Order Number 9 (4-3-73)	Deduct	<u>(111.80)</u>
New revised contract price		\$3,178,522.26

The contract time will be increased by thirty-four days.  
 The date of completion as of this Change Order will be  
 May 15, 1973.

2. BUSINESS MANAGER'S REPORT

b. SCIENCE-MATHEMATICS BUILDING

1. Progress Payment Number 4, presented by J. B. Allen & Company, as set forth below, is submitted for ratification:

Contract Price - \$3,934,600.00	
Total earned as of 3-20-73	\$ 317,659.00
Less 10% retention	31,765.90
Net due on earned to date	\$ 285,893.10
Less previous payments	218,844.00
Total amount payable this estimate	\$ 67,049.10

2. Progress Payment Number 5 has been submitted by J. B. Allen & Company, as set forth below, and payment is recommended:

Contract Price - \$3,934,600.00	
Total earned as of 4-16-73	\$ 420,752.00
Less 10% retention	42,075.20
Net due on earned to date	\$ 378,676.80
Less previous payments	285,893.10
Total amount payable this estimate	\$ 92,783.70

3. Approval of Change Order Number 1 is recommended, covering three items with no change in contract price.

Original Contract Price	\$3,934,600.00
Change Order Number 1 (3-26-73)	-0-
	<u>\$3,934,600.00</u>

The contract time will be increased by eighteen days. The date of completion as of this Change Order will be May 20, 1974.

4. Approval of Change Order Number 2 is recommended, covering one item with no change in contract price.

Original Contract Price	\$3,934,600.00
Change Order Number 1 (3-26-73)	-0-
Change Order Number 2 (4-17-73)	-0-
	<u>\$3,934,600.00</u>

The contract time will be increased by thirty-three days. The date of completion as of this Change Order will be June 22, 1974.

2. BUSINESS MANAGER'S REPORT

b. SCIENCE-MATHEMATICS BUILDING (Continued)

5. Ramberg and Lowrey has submitted a request for payment for architectural services as set forth below, and approval is recommended:

Architectural Services - Science-Mathematics Building

Fee - 7% of Awarded Construction Contract  
Building Only - \$3,561,700.00

Architectural fee	\$249,319.00
Payments prior to construction	<u>199,455.20</u>
Balance for construction phase	\$ 49,863.80

This billing to 8% construction completion \$3,989.10

Fee - 7% of Awarded Construction Contract  
Site Work - \$372,900.00

Architectural fee	\$ 26,103.00
Payments prior to construction	<u>20,882.40</u>
Balance for construction phase	\$ 5,220.60

This billing to 8% construction completion	<u>417.65</u>
Total request	\$4,406.75

c. MUSIC-ARTS BUILDING

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

Building

Fee - 7% of Revised Preliminary Estimate of Construction  
Cost - \$2,906,445.00 = \$203,451.15

Construction documents to 75%	\$152,588.36
Less design development phase (30% paid)	<u>59,377.50</u>
Balance, working drawings phase	\$ 93,210.86

(5 monthly progress payments @ \$18,642.17)  
This billing: No. 1 of 5 \$18,642.17

2. BUSINESS MANAGER'S REPORT

c. MUSIC-ARTS BUILDING (Continued)

Site Work

Fee - 7% of Revised Preliminary Estimate of Construction  
Cost - \$324,267.00 = \$22,698.69

Construction documents to 75%	\$17,024.02
Less design development phase (30% paid)	<u>5,586.00</u>
Balance, working drawings phase	\$11,438.02

(5 monthly progress payments @ \$2,287.60)  
This billing: No. 1 of 5 \$ 2,287.60

Revisions to Preliminary Plan Package 1973  
Job Number 6824E -

Direct Personnel Expense - Music-Arts Building	\$ 265.00
Total request	<u>\$21,194.77</u>

d. ADDITIONAL ARCHITECTURAL AND CONSULTING SERVICES

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

Project Planning Guide 1973

Music-Arts Building, Revisions	\$ 5,951.87
Music-Arts Building, Equipment	135.63
Entrance and Perimeter Road	122.20
Outdoor Physical Education Facilities	<u>455.63</u>
Total request	\$ 6,665.33

e. POSITION DESCRIPTION

It is recommended that the present Security Officer 1 position listed on the Classified Employees Salary Schedule be eliminated, and that the attached proposed Job Specifications for Security Officer be substituted for the present Security Officer 11 position at Grade 25.

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.

2. BUSINESS MANAGER'S REPORT

g. PURCHASE ORDERS

It is recommended that Purchase Orders 11699 through 12139, totaling \$75,728.48, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

h. PAYMENT OF BILLS

It is recommended that District Warrants 96-14496 through 96-14962, totaling \$420,659.39, be approved and ratified for payment.

i. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	8A	\$161,609.35
Classified Payroll	8B	35,011.98
Classified Payroll	9M	14,265.00
		<u>\$210,886.33</u>

j. MISCELLANEOUS

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT