

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

June 30, 1972

Telephone:
837-9700

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 Backus
Mr. Alyn Brannon
Mr. Michael Collins
Mr. John Lund
Mr. Hans Vogel

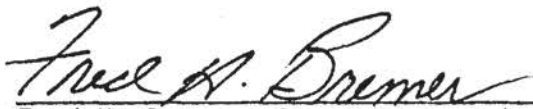
Members of the Board of Trustees of the Saddleback Community College District. You are hereby notified that a Special Meeting of the Board of Trustees is called for the hour of 8:00 o'clock p.m., on the 6th day of July, 1972, in the Board Room of the Saddleback Community College District, 28000 Marguerite Parkway, Mission Viejo, California.

Said meeting is called for the purpose of taking action on the following:

1. Approval of Minutes of Meeting held on June 19, 1972.
2. Communications.
3. Annual Organizational Meeting for the purpose of electing Board Officers, setting regular meeting dates, and appointing a representative to assist in nominating members of the County Committee on School District Organization.
4. Adoption of Publication Budget.
5. Request to publish the notice calling for bids in conjunction with the Science-Mathematics Building.
6. Pricing of Associated Student Body Cards for 1972-73.
7. Proposed job specifications for Director of Instructional Media.
8. Request for conference approval.
9. Request for approval of payments to P & A Construction Company, Inc., and Ramberg and Lowrey.
10. Request for payment of Mission Conference membership dues for 1972-73.
11. Request for payment to Rancho Santiago Community College District for computer services.

NOTICE OF SPECIAL MEETING
SADDLEBACK COMMUNITY COLLEGE DISTRICT
June 30, 1972

12. Awards.
13. Purchase Orders.
14. Payment of Bills.
15. Payment of Personnel Services.
16. Legislation.
17. Oral Communications.
18. Executive Session - Personnel.



Fred H. Bremer, Secretary to the Board of Trustees

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
July 6, 1972 -- 8:00 P.M.

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

SPECIAL MEETING

Pledge of Allegiance and Invocation

The Minutes of the Special Meeting held on June 19, 1972, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting will be held for the purpose of electing Board Officers, setting regular meeting dates, and appointing a representative to assist in nominating members to the County Committee on School District Organization.

b. PUBLICATION BUDGET

A report and a recommendation will be made concerning the publication of the Annual Financial and Budget Report and the Public Hearing to be held on August 7, 1972.

c. ASSOCIATED STUDENT BODY CARDS

A recommendation will be made concerning the cost of Associated Student Body cards for the 1972-73 academic year.

d. DIRECTOR OF INSTRUCTIONAL MEDIA

It is recommended that the Board of Trustees approve the Position of Director of Instructional Media and the accompanying job specifications.

1. SUPERINTENDENT'S REPORT

e. SCIENCE-MATHEMATICS BUILDING

It is recommended that the Board of Trustees give authorization to publish the notice calling for bids in conjunction with the Science-Mathematics Building.

f. CONFERENCE REQUEST

It is recommended that Mr. Otta be approved, with actual and necessary expenses paid, to attend the Southern California Athletic Trainers Summer Clinic to be held in Anaheim on August 18 - 20, 1972.

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

1. Progress Payment Request Number 11 has been submitted by P & A Construction Company, Inc., as set forth below, and payment is recommended:

Contract Price - \$3,175,299.62	
Total earned as of 6-19-72	\$1,555,949.94
Less 10% retention	<u>155,594.99</u>
Net due on earned to date	\$1,400,354.95
Less previous payments	<u>1,345,342.09</u>
Total payable this estimate	\$ 55,012.86

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

Architectural Services - Library Building	
Fee - 7% of awarded construction contract	
Building only	\$2,771,000.00
Architectural Fee	\$ 193,970.00
Payments prior to construction	<u>155,176.00</u>
Balance for construction phase	\$ 38,794.00

This billing to 48.93% construction completion	\$18,981.90
Less previous construction payments	<u>18,233.18</u>
Total this request	\$ 748.72

b. MISSION CONFERENCE MEMBERSHIP DUES

It is recommended that payment of \$800.00 for membership in the Mission Conference for 1972-73 be approved.

2. BUSINESS MANAGER'S REPORT

c. COMPUTER SERVICES

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

Computer Time

March 1972	-	17 hours, 24 minutes	\$ 869.86
April 1972	-	16 hours, 6 minutes	804.99
May 1972	-	6 hours, 51 minutes	<u>342.44</u>
			\$2,017.29

d. 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.

e. PURCHASE ORDERS

It is recommended that Purchase Orders 9811 through 9870, totaling \$6,566.61, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

f. PAYMENT OF BILLS

It is recommended that District Warrants 96-12390 through 96-12636, totaling \$353,378.20, be approved and ratified for payment.

g. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	11A	\$147,407.49
Classified Payroll	11B	<u>42,251.37</u>
		\$189,658.86

3. LEGISLATION

4. ORAL COMMUNICATIONS

5. EXECUTIVE SESSION - PERSONNEL

6. ADJOURNMENT

(The next Regular Meeting of the Governing Board will be held on August 7, 1972, at 8:00 P.M.)