

A G E N D A

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

Board Room
28000 Marguerite Parkway
Mission Viejo, California 92675

I. PRELIMINARY

Pledge of Allegiance and Invocation

Communications

* II. CONSENT CALENDAR

All items listed under Consent Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless it is requested that specific items be discussed or removed from the Consent Calendar.

1. Minutes of the Regular Meeting held on October 23, 1973.
2. Certification of Saddleback College Faculty Association as listed in III-4.
3. Subscription to Legislative Bill Service as listed in III-8.
4. Conferences as listed in III-9.
5. Progress Payment to Contractor as listed in III-10a.
6. Payment to District Architect as listed in III-10b, 11, 12, and 13.
7. Payment to Consultant as listed in III-14.
8. Awards as listed in III-15.
9. Purchase Orders as listed in III-16.
10. Payment of Bills as listed in III-17.

* II. CONSENT CALENDAR

11. Payment of Personnel Services as listed in III-18.
12. Employment of Extended Day Instructors as listed in VI-20.
13. Employment of Registration Clerks as listed in VI-21.
14. Approval of Guest Speaker as listed in VI-22.
15. Approval of Contract Services as listed in VI-23.
16. Approval of Clerk Typist II as listed in VI-25.

III. DISCUSSION/ACTION ITEMS

1. ANNUAL AUDIT

It is recommended that the Board of Trustees accept, as presented, the annual audit report from Hanson, Peterson, Cowles, & Sylvester, for the period from July 1, 1972, through June 30, 1973.

2. SHEPARD KANAREK

Mr. Kanarek will appear before the Board of Trustees in conjunction with the petition to annex the Tustin Unified School District to the Rancho Santiago Community College District.

3. INSURANCE

- a. Representatives of the Saddleback Insurance Association will meet with the Board of Trustees concerning insurance matters affecting the District.
- b. Thomas Spry will appear before the Board of Trustees in conjunction with an insurance proposal.

* 4. CERTIFICATION OF SADDLEBACK COLLEGE FACULTY ASSOCIATION

The Superintendent/President hereby certifies to the Board of Trustees that the Saddleback College Faculty Association has complied with Section III of Board Policy 4053 and therefore recommends that the Organization be officially recognized.

III. DISCUSSION/ACTION ITEMS

5. NONRESIDENT TUITION

It is recommended that the Board of Trustees adopt for 1974-75 a Resolution setting forth a policy in conjunction with non-resident tuition fees for those students who are enrolled in six units or less and for those students who are both citizens and residents of a foreign country.

6. REQUESTED USE OF FACILITIES

It is recommended that the Board of Trustees take action on the request of the Coronado Homeowners Association for the use of College Facilities.

7. SCIENCE-MATHEMATICS BUILDING

The Superintendent/President will make a recommendation concerning alternate uses of several laboratories in the Science-Mathematics Building.

* 8. LEGISLATIVE BILL SERVICE

It is recommended that the Board of Trustees approve a subscription to the Legislative Bill Service for 1974 at an approximate fee of \$200.

* 9. CONFERENCES

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

- a. Robert Olson -- Engineering Technology Conference - Pomona - November 13, 1973.
- b. Paul Brennan -- Land-Use Conference - Anaheim - November 17, 1973.
- c. William Holston -- Symposium, In Search of Man, - San Francisco - December 1 - 2, 1973. (not to exceed \$50.00)
- d. Margaret Gritton -- Consumer and Homemaking Seminar - Anaheim - December 5, 1973.
- e. James Thorpe -- Conference of the California Mathematics Council - Asilomar - December 7 - 9, 1973.
- f. William Kelly -- Conference of California Deans of Men and Activity Administrators - Long Beach - December 12 - 15, 1973.

III. DISCUSSION/ACTION ITEMS

* 10. SCIENCE-MATHEMATICS BUILDING

- a. Progress payment Number 13 has been submitted by J. B. Allen and Company, as set forth below, and payment is recommended:

Contract price - \$3,934,600.00	
Total earned as of October 24, 1973	\$1,838,762.59
Less 10% retention	<u>183,876.26</u>
Net due on earned to date	\$1,654,886.33
Less previous payments	<u>1,609,716.60</u>
Total amount payable this estimate	\$ 45,169.73

- b. Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and approval is recommended:

Fee: 7% of awarded construction contract - \$3,934,600.00

Architectural fee	\$275,422.00
Payments prior to construction	<u>220,337.60</u>
Balance for construction phase	\$ 55,084.40

This billing to 46% construction completion	\$ 25,338.83
Less previous construction payments	<u>20,932.07</u>
Total due this request	\$ 4,406.75

* 11. REMODELING OF BUILDING "B" (Cafeteria)

Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and approval is recommended.

Fee: 15% of agreed preliminary estimate of construction cost, \$51,600.00 = \$7,740.00

This billing to 30% completion \$ 2,322.00

* 12. REMODELING OF BUILDING "P" (Home Economics Building)

Robert Lowrey Associates-Architects has submitted a request for payment for architectural services as set forth below, and approval is recommended:

Fee: 15% of agreed preliminary estimate of construction cost, \$31,000.00 = \$4,650.00

This billing to 75% completion \$ 3,487.50

III. DISCUSSION/ACTION ITEMS

* 13. ARCHITECTURAL SERVICES (Consultant)

Robert Lowrey Associates-Architects has submitted a request for payment for architectural services on Preliminary Plan Packages as presented below, and approval is recommended:

Central Plant Equipment	\$	43.75
Music-Arts Building Equipment		141.25
Gym-Physical Education Building		<u>358.75</u>
	\$	543.75

* 14. TEN-YEAR CONSTRUCTION PLAN (Consultant)

L. Frederick Werder and Associates has submitted a request for payment in the amount of \$2,046.14 for services performed in connection with the preparation of the ten-year construction plan, and approval is recommended.

* 15. 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.

* 16. PURCHASE ORDERS

It is recommended that Purchase Orders 13324 through 13529, totaling \$224,628.68, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

* 17. PAYMENT OF BILLS

It is recommended that District Warrants 96-16500 through 96-16814, totaling \$393,604.34, be approved and ratified for payment.

* 18. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	4A	\$183,724.53
Classified Payroll	4M	<u>19,038.00</u>
		\$202,762.53

19. MISCELLANEOUS

- a. Marguerite Recreation Center.
- b. Communication from CSBA concerning Nomination to the California Postsecondary Education Commission.

IV. LEGISLATION

Legislative reports may be given by the Members of the Board of Trustees and the Administration.

V. ORAL COMMUNICATIONS

Members of the audience who wish to address the Board of Trustees may do so at this time.

VI. EXECUTIVE SESSION

Personnel matters relating to certificated and classified members of the staff will be presented for discussion and/or action.

VII. - ADJOURNMENT