

A G E N D A

BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
November 15, 1971 -- 7:00 P.M.

Building M
28000 Marguerite Parkway
Mission Viejo, California 92675

REGULAR MEETING

Pledge of Allegiance and Invocation

The Minutes of the Regular Meeting held on October 18, 1971,
are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. TRUSTEE AREAS

A special committee composed of Mr. Vogel and Mr. Lund will
make a report and a recommendation concerning trustee areas
and Board membership.

b. FEDERAL ASSISTANCE

It is recommended that the Superintendent/President be
authorized to apply for Federal funds amounting to \$350,000
to aid in the construction of the Science-Mathematics
building and to apply for funds amounting to \$15,000 for
Science-Mathematics Equipment.

c. TAX SHELTERED ANNUITY

It is recommended that the Board of Trustees adopt the
Resolution approving a Tax Sheltered Annuity Program for
those employees who wish to avail themselves of its benefits.

1. SUPERINTENDENT'S REPORT

d. FOUNDATION INVESTIGATION

It is recommended that LeRoy Crandall and Associates be employed to investigate soil conditions in conjunction with the foundation for the Science-Mathematics Building at a fee not to exceed \$4,550.

e. APPROVAL OF CLUBS

It is recommended that the Board of Trustees approve the formation of the following clubs along with their constitutions:

1. The Maranatha Fellowship
2. Student Nurse Association of California

f. ASSOCIATION MEMBERSHIP

It is recommended that the Board of Trustees approve membership in the following associations at a total cost of \$70.00:

1. Association of Departments of English
2. Association of Departments of Foreign Languages
3. Journalism Association of Junior Colleges

g. CONFERENCES

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

1. Arthur Croisette -- Conference on Improvement of Instructors - Mt. San Antonio College - November 18, 1971.
2. Doyle McKinney -- Western Speech Association Convention - Fresno - November 22 - 24, 1971.
3. William Kelly and Jack Swartzbaugh -- Conference of California Deans of Men and Activity Administrators - Palm Springs - December 9 - 11, 1971.
4. Joann Bennett, Bonnie Cogbill, and Doyle McKinney -- Convention of the Speech Communication Association of America - San Francisco - December 27 - 30, 1971.
5. James Lindblad -- Annual Meeting of the American Association of Physics Teachers - San Francisco - January 31, 1972.

h. MISCELLANEOUS

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

1. Progress Payment Request Number 3 has been submitted by P & A Construction Company, Inc., as follows, and payment is recommended:

Contract Price - \$3,171,000.00	
Total Earned as of 11-3-71	\$304,337.54
Less 10% Retention	<u>30,433.75</u>
Net Due on Earned to Date	\$273,903.79
Less Previous Payments	<u>217,839.52</u>
Total Payable this Estimate	\$ 56,064.27

2. LeRoy Crandall and Associates have requested payment for services rendered through October 16, 1971, in the amount of \$1,295.78, and payment is recommended.
3. Twining Laboratories have requested payment for services rendered in connection with testing and inspection in the amount of \$463.85, and payment is recommended.

b. SCIENCE-MATHEMATICS BUILDING

Mr. Franklin G. Bouwsma has requested payment for consulting services rendered in connection with the Science-Mathematics Building in the amount of \$915.00, and payment is recommended.

c. ANNUAL AUDIT

Hanson, Peterson, Cowles & Sylvester have submitted their audit report for the fiscal year ending June 30, 1971, and also their statement for services in the amount of \$1,550.00 in accordance with their previous proposal. It is recommended that their report be accepted, and that payment be authorized to them in the amount of \$1,550.00.

d. BOND ELECTION, SEPTEMBER 14, 1971

The Office of the Registrar of Voters, County of Orange, has presented its statement of the expenses incurred in connection with the bond election in the amount of \$18,633.49. It is recommended that payment be authorized.

2. BUSINESS MANAGER'S REPORT

e. COMPUTER SERVICES

Rancho Santiago Community College District has submitted its first bill in accordance with the terms of a contract with this District, as follows:

<u>Computer Services for August 1971</u>	
8 hours, 6 minutes	\$ 405.10
<u>Consulting Services</u>	
June 1 - August 15, 1971	1,000.00
	<u>\$ 1,405.10</u>

It is recommended that payment be authorized.

f. TRANSFER OF FUNDS

It is recommended that the proposed Resolution be adopted requesting the Board of Supervisors to order the County Treasurer to transfer temporarily the sum of \$100,000.00 from the Saddleback Building Fund to the Saddleback General Fund in the event tax receipts are not immediately available.

g. AWARDS

1. 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. Athletic Field. Bids have been requested to install a fence to enclose the present baseball field. Prices were submitted by two firms, the lowest being in the amount of \$6,396.50. The other price was \$9,576.00. It is recommended that the award be made to the firm of Fence Craft, 3282 North Rosemead Boulevard, Rosemead, California 91770.

h. PURCHASE ORDERS

It is recommended that Purchase Orders 8105 through 8353, totaling \$273,061.14, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

2. BUSINESS MANAGER'S REPORT

i. PAYMENT OF BILLS

It is recommended that District Warrants 96-10138 through 96-10487, totaling \$295,703.50, be approved and ratified for payment.

j. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	4A	\$127,548.62
Classified Payroll	4B	41,723.84
		<u>\$169,272.46</u>

k. 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, December 20, 1971, at 7:00 P.M.)