

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

December 9, 1971

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 7:00 o'clock p.m., on the 13th day of December, 1971, at the Saddleback Community College District, Building R, 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 November 15, 1971.
2. Communications.
3. Attendance at Conferences by staff members.
4. Progress payment to P & A Construction Company, Inc.
5. Payment to Ramberg and Lowrey for architectural services performed in conjunction with the Science-Mathematics Building.
6. Payment to Jennings-Halderman-Hood for boundary survey.
7. Tuition payment to Redwoods Joint Junior College District and to Monterey Peninsula Community College District.
8. Awards to vendors.
9. Payment to Mission Viejo High School for rental of facilities during football season.
10. Purchase Orders.
11. Payment of Bills.
12. Procedure for securing the District's share of funds for the Science-Mathematics Building.
13. Trustee Areas and Board Membership.
14. 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  
December 13, 1971 -- 7:00 P.M.

Building R  
28000 Marguerite Parkway  
Mission Viejo, California 92675

SPECIAL MEETING

Pledge of Allegiance and Invocation

The Minutes of the Regular Meeting held on November 15, 1971, are submitted for your approval.

Communications

1. SUPERINTENDENT'S REPORT

a. CONFERENCES

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

1. Jack Swartzbaugh -- Conference of Student Personnel Administrators - San Diego - January 12 - 14, 1972.
2. Dona Berkhimer -- Annual Meeting of the College Art Association of America - San Francisco - January 27 - 29, 1972.

b. DISTRICT FUNDS FOR SCIENCE-MATHEMATICS BUILDING

A discussion will materialize concerning the procedure by which the District shall secure its share of funds for the Science-Mathematics Building which has been approved by the Board of Governors of the California Community Colleges under the terms of the Junior College Construction Act of 1967.

c. TRUSTEE AREAS AND BOARD MEMBERSHIP

A discussion will be held with interested parties concerning the membership of the Board of Trustees of the Saddleback Community College District and the procedure by which its Members are elected.

2. BUSINESS MANAGER'S REPORT

a. LIBRARY-CLASSROOM COMPLEX

Progress Payment Request Number 4 has been submitted by P & A Construction Company, Inc., as set forth below, and payment is recommended:

|                                 |                   |
|---------------------------------|-------------------|
| Contract Price - \$3,171,000.00 |                   |
| Total earned as of 12-3-71      | \$428,401.44      |
| Less 10% retention              | <u>42,840.14</u>  |
| Net due on earned to date       | \$385,561.30      |
| Less previous payments          | <u>273,903.79</u> |
| Total payable this estimate     | \$111,657.51      |

b. SCIENCE-MATHEMATICS BUILDING

Ramberg and Lowrey has submitted a request for payment for architectural services in connection with the Science-Mathematics Building as set forth below, and payment is recommended:

Building

|   |                  |             |
|---|------------------|-------------|
| Fee - 7% of cost estimate of \$3,332,040.00.                  | \$233,242.00     |             |
| Construction documents to 75% Paid, design phase (30%)        | \$174,931.50     |             |
| Balance, working drawings (5 monthly billings at \$20,991.78) | <u>69,972.60</u> |             |
| This Billing: No. 2 of 5                                      | \$104,958.90     | \$20,991.78 |

Site

|  |                 |                    |
|--|-----------------|--------------------|
| Fee - 7% of cost estimate of \$372,900.00                    | \$ 26,103.00    |                    |
| Construction documents to 75% Paid, design phase (30%)       | \$ 19,577.25    |                    |
| Balance, working drawings (5 monthly billings at \$2,349.27) | <u>7,830.90</u> |                    |
| This Billing: No. 2 of 5                                     | \$ 11,746.35    | \$ 2,349.27        |
|  | Total           | <u>\$23,341.05</u> |

c. CAMPUS

Jennings-Halderman-Hood have requested payment for an outstanding balance due them in the amount of \$350.00 for services performed in connection with a boundary survey. Based on a review of the matter by Ramberg and Lowrey, it is recommended that the payment be authorized.

2. BUSINESS MANAGER'S REPORT

d. INTERDISTRICT TUITION BILLINGS

Tuition billings for the 1970-1971 academic year have been received from the following community college districts for the amounts indicated, and it is recommended that payment be authorized.

|   |                  |
|---|------------------|
| Redwoods Joint Junior College District        | \$ 332.20        |
| Monterey Peninsula Community College District | 666.85           |
|   | <u>\$ 999.05</u> |

e. 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.

f. RENTAL OF FACILITIES

Payment is recommended to the Mission Viejo High School Associated Student Body in the amount of \$3,100.00, for the rental of the football stadium, parking lot, showers and locker room at a charge of \$620.00 per game for a total of 5 games.

g. PURCHASE ORDERS

It is recommended that Purchase Orders 8354 through 8675, totaling \$296,080.93, 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 96-10488 through 96-10730, totaling \$191,653.33, be approved and ratified for payment.

3. EXECUTIVE SESSION - PERSONNEL

4. ADJOURNMENT

(The next Regular Meeting of the Governing Board will be held on Monday, January 17, 1972, at 7:00 P.M.)