

A G E N D A

REGULAR MEETING
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
January 14, 1974 -- 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.

Minutes of the Regular Meeting held on December 10, 1973.

- (1) III-7 Association Membership in the American Association of Community and Junior Colleges for 1974.
- (2) III-8 Conferences.
- (3) III-9 Payment to Len Miller & Associates.
- (4) III-10a Progress Payment Number 14 to Contractor.
- (5) III-10b Approval of Change Order Number 8 in conjunction with the Science-Mathematics Building.
- (6) III-10c Payment to District Architect - Science-Mathematics Building.
- (7) III-11 Payment to District Architect - Central Plant.

II. CONSENT CALENDAR

- (8) III-12 Payment to District Architect - Gym-Physical Education Building.
- (9) III-13 Payment to T. H. Wilson Development Company.
- (10) III-14 Awards.
- (11) III-15 Purchase Orders.
- (12) III-16 Payment of Bills.
- (13) III-17 Payment of Personnel Services.
- (14) VI-19 Resignation - Classified Personnel.
- (15) VI-20 Termination - Classified Personnel.
- (16) VI-21 Position Changes - Classified Personnel.
- (17) VI-22 Employment - Classified Personnel.
- (18) VI-24 Employment - Certificated Personnel.
- (19) VI-25 Employment - Certificated Personnel.

III. DISCUSSION/ACTION ITEMS

1. INSURANCE ASSOCIATION

Mr. Len Miller, representative of the Saddleback Insurance Agents Association, will make a progress report to the Board of Trustees.

2. ENROLLMENT REPORT

The Board of Trustees will be given a complete enrollment report for the Winter Quarter of the 1973-74 academic year.

3. MANAGEMENT OF CAFETERIA

A recommendation will be made to the Board of Trustees in conjunction with the management of the Food Service Program at the College.

4. FEDERAL APPLICATION

It is recommended that the District make application for funds under Title VI-A in order to receive partial support for the cost of a language laboratory.

III. DISCUSSION/ACTION ITEMS

5. FOUNDATION AND SOIL INVESTIGATIONS

It is recommended that LeRoy Grandall and Associates be employed to perform soil and foundation investigations as follows:

Location of Central Plant - not to exceed \$3,250.00.

Location of Gym-Physical Education Building - not to exceed \$5,900.00.

6. CAMPUS MASTER PLAN

It is recommended that the Board of Trustees approve further development of the Campus Master Plan as proposed by the District Architect.

* 7. AACJC DUES

It is recommended that the Board of Trustees approve membership in the American Association of Community and Junior Colleges at a fee of \$700.00 for 1974.

* 8. CONFERENCES

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

- a. Monte LaBonte -- College Band Directors Divisional Convention - Foothill College - February 12 - 16, 1974.
- b. Jack Swartzbaugh and William Kelly -- Personnel and Guidance Association Convention - San Francisco - February 16 - 18, 1974.
- c. Arthur Croisette -- Management Convention - San Diego - February 21 - 22, 1974.

* 9. DISTRICT INSURANCE

It is recommended that the following payments be authorized to Len Miller & Associates:

| | <u>Premium</u> |
|---|--------------------|
| Boiler and Machinery Policy | \$ 1,095.00 |
| Commercial Policy - Fire, Extended Coverage | 8,607.00 |
| Commercial Policy - Liability, Auto, etc. | 6,800.00 |
| | <u>\$16,502.00</u> |

III. DISCUSSION/ACTION ITEMS

* 10. SCIENCE-MATHEMATICS BUILDING

- * a. Progress Payment Request Number 15 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 December 26, 1973 | \$ 2,340,355.76 |
| Less 10% retention | <u>234,035.58</u> |
| Net due on earned to date | \$ 2,106,320.18 |
| Less previous payments | <u>1,839,279.23</u> |
| Total amount payable this estimate | \$ 267,040.95 |

- * b. Approval of Change Order Number 8 is recommended, covering four items with a net increase of \$17,589.36 in price.

| | |
|---|------------------|
| Original contract price | \$ 3,934,600.00 |
| Change Order Number 1 (3-26-73) | -0- |
| Change Order Number 2 (4-17-73) | -0- |
| Change Order Number 3 (5-1-73) deduct | (1,783.49) |
| Change Order Number 4 (8-13-73) add | 10,446.09 |
| Change Order Number 5 (11-30-73) add | 141.77 |
| Change Order Number 6 (11-30-73) add | 2,240.47 |
| Change Order Number 7 (11-30-73) deduct | (2,009.77) |
| Change Order Number 8 (1-4-74) add | <u>17,589.36</u> |
| Revised contract price | \$ 3,961,224.43 |

There is no change in contract time; date of completion as of this Change Order remains July 14, 1974.

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

Fee - 7% of awarded construction contract of \$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 59% construction completion | \$ 32,499.79 |
| Less previous construction payments | <u>28,093.04</u> |
| Total due this request | \$ 4,406.75 |

III. DISCUSSION/ACTION ITEMS

* 11. CENTRAL PLANT

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

Fee - 7% of agreed preliminary estimate of construction cost of \$1,361,057.00 = \$95,273.99

| | | |
|--|--------------|------------------|
| Construction documents phase to 75% | \$ 71,455.49 | |
| Less design development phase (30%) paid | | <u>28,387.33</u> |
| Balance for working drawing phase (4 monthly billings @ \$10,767.02) | \$ 43,068.11 | |
| This billing, No. 2 of 4 | | \$ 10,767.02 |

* 12. GYM-PHYSICAL EDUCATION BUILDING

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

Fee - 7% of agreed preliminary estimate of construction cost of \$1,964,004.00 = \$137,486.58

| | | |
|--|--------------|------------------|
| Construction documents phase to 75% | \$103,114.93 | |
| Less design development phase (30%) paid | | <u>43,157.69</u> |
| Balance for working drawing phase (5 monthly billings @ \$11,991.45) | \$ 59,957.24 | |
| This billing, No. 2 of 5 | | \$ 11,991.45 |

* 13. REMODELING OF BUILDING "P"

Payment Request Number One has been received from T. H. Wilson Development Company, as presented below, and approval is recommended:

| | |
|------------------------------------|-----------------|
| Contract Price - \$24,000.00 | |
| Total earned as of January 4, 1974 | \$ 15,713.00 |
| Less 10% retention | <u>1,571.00</u> |
| Net due on earned to date | \$ 14,141.00 |
| Less previous payments | <u>-0-</u> |
| Total amount payable this estimate | \$ 14,141.00 |

* 14. 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.

III. DISCUSSION/ACTION ITEMS

* 15. PURCHASE ORDERS

It is recommended that Purchase Orders 13765 through 13923, totaling \$291,716.55, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

* 16. PAYMENT OF BILLS

It is recommended that District Warrants 96-17018 through 96-17312, totaling \$1,091,850.57, be approved and ratified for payment.

* 17. PAYMENT OF PERSONNEL SERVICES

| | | |
|----------------------|----|-------------------|
| Classified Payroll | 5A | \$ 19,434.00 |
| Classified Payroll | 5B | 44,971.48 |
| Certificated Payroll | 6A | <u>177,321.16</u> |
| | | \$ 241,726.64 |

18. MISCELLANEOUS

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