

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

May 23, 1974

Telephone:  
831-9700

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  
Mrs. Donna Berry  
Mrs. Norrisa Brandt  
Mr. Alyn Brannon  
Mr. James Marshall  
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 4:00 o'clock p.m., on the twenty-ninth day of May, 1974, in the Board Room of the Saddleback Community College District, 28000 Marguerite Parkway, Mission Viejo, California.

Said meeting is called for the purpose of discussing and/or taking action on the following:

1. Items of Communications
2. Approval of Minutes of Previous Meeting
3. Proposed Resolution for Tustin Area Study Committee
4. College Hour
5. Second Board Meeting in June
6. Long-Term Disability Insurance
7. Transfer of Appropriations
8. Proposed Job Specifications for Associate Dean of Extended Day and Summer Session
9. Television Consortium

NOTICE OF SPECIAL MEETING  
BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
May 23, 1974

10. Student Participation at Board Meetings
11. Proposed Resolution for "Up With Saddleback Week"
12. Payment to Industrial Sanitation Engineering Consultant
13. Progress Payment, Change Order, and Acceptance of Remodeling of Building "P"
14. Additional Paid Holidays for Employees for 1974-75
15. Awards to Vendors
16. Purchase Orders
17. Payment of Bills
18. Payment of Personnel Services
19. Miscellaneous - Competitive Tennis
20. Legislation
21. Oral Communications
22. Executive Session - Personnel



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Fred H. Bremer, Secretary to the Board of Trustees

A G E N D A

SPECIAL MEETING  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
May 29, 1974 -- 4:00 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 May 13, 1974
- (2) III-10 Payment to Irwin B. Kee, Consultant
- (3) III-11 Recommendations Pertaining to Remodeling of Building "P"
- (4) III-12 Proposed Additional Paid Holidays for 1974-75
- (5) III-13 Awards
- (6) III-14 Purchase Orders
- (7) III-15 Payment of Bills
- (8) III-16 Payment of Personnel Services
- (9) III-18 Resignation - Classified Personnel
- (10) III-19 Reemployment of Classified Personnel

\*II. CONSENT CALENDAR

- (11) III-20 Reclassification - Classified Personnel
- (12) III-22 Change in Salary Classification - Certificated Personnel
- (13) III-24 Scholarships

III. DISCUSSION/ACTION ITEMS

1. PROPOSED RESOLUTION FOR TUSTIN AREA STUDY COMMITTEE

It is recommended that the Board of Trustees adopt, as presented, the proposed Resolution pertaining to the Tustin Area study committee.

2. COLLEGE HOUR

A report and a recommendation will be made in conjunction with the College Hour for 1974-75.

3. SECOND BOARD MEETING IN JUNE

A recommendation will be made in conjunction with the second Board Meeting in June.

4. LONG-TERM DISABILITY INSURANCE

A report will be given concerning a change in the rate of our long-term disability insurance.

5. TRANSFER OF APPROPRIATIONS

It is recommended that the Board of Trustees adopt the Resolution which will permit the County Superintendent of Schools to make necessary transfers from the undistributed reserve to other classifications to permit the payment of obligations incurred by the District during this fiscal year.

6. PROPOSED JOB SPECIFICATIONS FOR ASSOCIATE DEAN OF EXTENDED DAY AND SUMMER SESSION

It is recommended that the Board of Trustees approve, as presented, the job specifications for the position of Associate Dean of Extended Day and Summer Session.

III. DISCUSSION/ACTION ITEMS

7. TELEVISION CONSORTIUM

It is recommended that the Board of Trustees approve the agreement to enter into a consortium which will provide for instructional television service through the Los Angeles County Superintendent of Schools. If this agreement is approved, it will involve a fee of \$3,000.00 and will provide through the auspices of Channel 7 five television courses each academic year.

8. STUDENT PARTICIPATION AT BOARD MEETINGS

A discussion will materialize concerning student participation at Board Meetings.

9. PROPOSED RESOLUTION FOR "UP WITH SADDLEBACK WEEK"

It is recommended that the Board of Trustees adopt, as presented, the Resolution in conjunction with "Up With Saddleback Week."

\* 10. LIBRARY-CLASSROOM COMPLEX

Irwin B. Kee, employed as a consultant for the development and preparation of controlled building cleaning plans for the Library-Classroom Complex, has completed the work in accordance with his contract. Mr. Kee has submitted a request for payment in the amount of \$8,000.00 and approval is recommended.

\* 11. REMODELING OF BUILDING "P"

T. H. Wilson Development Company has completed the work on Building "P" and approval is recommended for progress payment as set forth below:

Amount of contract	\$24,000.00	
Total earned as of 5-21-74		\$24,000.00
Less 10% retention		<u>2,400.00</u>
Net due		\$21,600.00
Less previous payments		<u>20,160.00</u>
Amount due this payment		\$ 1,440.00

It is recommended that the District accept the remodeled Building "P" and file a Notice of Completion, and that authorization be given to make final payment of \$2,400.00 thirty-one days after the date of filing such Notice.

Approval is also recommended for Change Order Number 1, extending completion date to May 21, 1974, at no change in the cost. The time extension is a result of late delivery of cabinets and equipment, supplied by the District, over which the contractor had no control.

III. DISCUSSION/ACTION ITEMS

\* 12. PAID HOLIDAYS

It is requested that December 26 and 27, 1974, be approved as the two additional holidays to be determined annually in accordance with Board Policy 4085.

\* 13. 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.

\* 14. PURCHASE ORDERS

It is recommended that Purchase Orders 15066 through 15110 totaling \$4,632.34, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

\* 15. PAYMENT OF BILLS

It is recommended that District Warrants 96-18628 through 96-18937, totaling \$542,604.45, be approved and ratified for payment.

\* 16. PAYMENT OF PERSONNEL SERVICES

Classified Payroll	108	\$66,553.14
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17. MISCELLANEOUS

A. Competitive Tennis

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.

VIII. ADJOURNMENT