

A G E N D A

REGULAR MEETING
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
June 24, 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.

- (1) Minutes of the Special Meeting held on May 29, 1974
Minutes of the Special Meeting held on June 3, 1974
Minutes of the Special Meeting held on June 12, 1974
- (2) III-5 Initial Board Meeting in August
- (3) III-6 Approval of Membership in the Association of Community College Trustees for 1974-75
- (4) III-9 Approval of Architects in Conjunction with the Telephone Switchboard Console
- (5) III-10a Progress Payment Number 20 to Contractor
- (6) III-10b Approval of Change Order Number 13 in conjunction with the Science-Mathematics Building

III. DISCUSSION/ACTION ITEMS

2. CONSTRUCTION BIDS

It is recommended that the Board of Trustees authorize the Superintendent/President to sign the necessary contracts with the successful bidder or bidders in conjunction with the Music-Arts Building and the Central Plant.

Bids will be opened on June 26, 1974, and Public Works Board will meet on June 28, 1974, to review requests for augmented funds. This recommendation, which has the approval of County Counsel, is based on the fact that contracts must be signed no later than June 30, 1974, in order for the District to be eligible for such funds.

3. COMPETITIVE TENNIS

A report and a recommendation will be made to the Board of Trustees concerning the feasibility of engaging in competitive tennis, beginning with the 1974-75 academic year.

4. PROPOSED JOB SPECIFICATIONS

It is recommended that the Board of Trustees adopt, as presented, proposed job specifications for the Assistant Director of Nursing.

* 5. INITIAL BOARD MEETING IN AUGUST

It is recommended that the Board of Trustees establish August 5, 1974, as the meeting for the Public Hearing and Final Adoption of the Budget for 1974-75.

* 6. ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

It is recommended that the Board of Trustees approve membership in the Association of Community College Trustees for 1974-75, at a fee of \$350.00.

7. PRESENTATION BY ARCHITECT

Mr. Hippe and Mr. Randell will make a presentation in conjunction with the Music-Arts Building.

8. AGENDA - FACULTY ORGANIZATIONS

It is recommended that the Board of Trustees make a decision concerning the regular placement of the Faculty Association and Academic Senate on the Agenda.

III. DISCUSSION/ACTION ITEMS

* 9. TELEPHONE SWITCHBOARD CONSOLE

It is recommended that Hippe and Randell be approved as Architects for the design, drawing, and coordination in conjunction with the placement of the telephone switchboard console in the Library Building, at a fee not to exceed \$400.00

* 10. SCIENCE-MATHEMATICS BUILDING

- * a. Progress Payment Request Number 20 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 May 28, 1974		\$ 3,669,423.50
Less 10% retention		<u>366,942.35</u>
Net due on earned to date		\$ 3,302,481.15
Less previous payments		<u>2,982,508.21</u>
Total amount payable this estimate		\$ 319,972.94

- * b. Approval of Change Order Number 13 is recommended, covering 23 items with a net increase in cost of \$598.97.

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	17,589.36
Change Order Number 9 (1-31-74)	add	5,317.72
Change Order Number 10 (2-4-74)	deduct	(4,302.37)
Change Order Number 11 (3-5-74)	add	789.70
Change Order Number 12 (4-1-74)	deduct	(17,484.96)
Change Order Number 13 (5-31-74)	add	<u>598.97</u>
Revised contract price		\$ 3,946,143.49

The contract time will be increased by 56 days; date of completion as of this Change Order will be September 24, 1974.

III. DISCUSSION/ACTION ITEMS

* 10. SCIENCE-MATHEMATICS BUILDING (CONTINUED)

- * c. Robert H. Hippe - George G. Randell, Architects, have submitted the following request for payment for architectural services, and approval is recommended.

This Billing: Article V, Section A (D) (1)
Contract dated May 13, 1974

Fee - \$13,159.00
Amount due, 50% of fee \$ 6,579.50

* 11. REMODELING OF BUILDING "P"

Robert H. Hippe - George G. Randell, Architects, have submitted the following request for payment for architectural services, and approval is recommended:

This Billing: Article V, Section A (D) (2)
Contract dated May 13, 1974

Fee - \$712.00
Amount due, 100% of Fee \$ 712.00

* 12. ATHLETIC INSURANCE

Authorization is requested to purchase athletic insurance for fiscal year 1974-75 at a premium cost of \$8,622.00, of which \$4,000.00 will be paid from Associated Student Body Funds.

13. CLASSIFIED POSITION DESCRIPTIONS

- a. Approval is recommended for revision in Job Specifications for Custodian III, including change of job title to "Lead Custodian." There is no change in grade.
- b. Approval is recommended for adoption of proposed Job Specifications for "Natural Science Technician, Senior" at Grade 35 on the Classified Salary Schedule.
- c. Approval is recommended for adoption of proposed Job Specifications for "Natural Science Technician" at Grade 33 on the Classified Salary Schedule.

III. DISCUSSION/ACTION ITEMS

* 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.

* 15. PURCHASE ORDERS

It is recommended that Purchase Orders 15111 through 15240, totaling \$41,002.85, 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 96-18938 through 96-19329, totaling \$550,517.86, be approved and ratified for payment.

* 17. PAYMENT OF PERSONNEL SERVICES

Certificated Payroll	11A	\$193,770.27
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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.

AGENDA
BOARD OF TRUSTEES
June 24, 1974

VI. EXECUTIVE SESSION

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

VII. ADJOURNMENT