

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

July 29, 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
Mr. Robert Bartholomew
Mrs. Donna Berry
Mrs. Norrisa Brandt
Mr. William Dean
Mr. James Marshall
Mr. Lawrence Taylor

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 first day of August, 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 Communication
2. Public Hearing and Final Adoption of the Budget for 1974-75
3. Resolution for Michael T. Collins
4. Designation of Management Positions
5. Appointment of Board Committees
6. Appointment of Board Member as Representative to CCJCA
7. Construction Report
8. Conferences
9. Report by Academic Senate and Faculty Association Representatives

NOTICE OF SPECIAL MEETING
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
July 29, 1974

10. Progress Payment to Contractor for Science-Mathematics Building
11. Payment to Architects in Conjunction with Gym-Physical Education Building
12. Authorization for Payroll Deductions
13. Report of Premium Payment for Liability Insurance for Architects
14. Report of Typewriter Purchases
15. Awards to Vendors
16. Purchase Orders
17. Payment of Bills
18. Legislation
19. Oral Communications
20. Executive Session - Personnel



Fred H. Bremer
Fred H. Bremer, Secretary to the Board of Trustees

A G E N D A

SPECIAL MEETING
BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
August 1, 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) III-2 Resolution Pertaining to Michael T. Collins
- (2) III-3 Designation of Management Positions
- (3) III-7 Conference Requests
- (4) III-9 Progress Payment Number 22 to Contractor
- (5) III-10 Payment to Architects for Services on the Gym-Physical Education Building
- (6) III-11 Request for Payroll Deductions for Life Insurance Plan
- (7) III-14 Awards
- (8) III-15 Purchase Orders

*II. CONSENT CALENDAR

- (9) III-16 Payment of Bills
- (10) VI-17 Resignation of Classified Employee
- (11) VI-18 Employment of Classified Employees
- (12) VI-19 Reclassification of Classified Employees
- (13) VI-22 Employment of Previously Employed Extended Day Instructor for 1974-75
- (14) VI-23 Employment of Extended Day Instructors for 1974-75

III. DISCUSSION/ACTION ITEMS

1. PUBLIC HEARING AND FINAL ADOPTION OF THE BUDGET

A Public Hearing will be held in conjunction with the final adoption of the budget for 1974-75. It is recommended that the budget for the fiscal year beginning July 1, 1974, and ending June 30, 1975, be adopted as presented.

* 2. RESOLUTION

It is recommended that the Board of Trustees adopt, as presented, the Resolution pertaining to Michael T. Collins.

* 3. MANAGEMENT POSITIONS

In compliance with Education Code Section 13085.5, it is recommended that the following positions be designated as Management Positions for 1974-75:

Superintendent
President
Dean of Instruction
Dean of Students
Associate Dean of Counseling and Student Affairs
Associate Dean of Admissions and Records
Associate Dean of Extended Day and Summer Session

4. BOARD COMMITTEES

It is recommended that the Board of Trustees appoint various committees from its membership for 1974-75.

III. DISCUSSION/ACTION ITEMS

5. BOARD REPRESENTATIVE TO CALIFORNIA COMMUNITY AND JUNIOR COLLEGES ASSOCIATION

It is recommended that a member of the Board of Trustees be appointed as a representative to the Regional Delegate Assembly of CCJCA for 1974-75.

6. CONSTRUCTION REPORT

A report will be given to the Board of Trustees in conjunction with the Music-Arts Building and the Central Plant.

* 7. CONFERENCES

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

- a. Roy Barletta -- Meeting of Association of Chief Business Officials - San Francisco - October 2 - 4, 1974.
- b. Roy Barletta -- Meeting of Association of School Business Officials - Miami, Florida - October 12 - 18, 1974.

8. ACADEMIC SENATE AND FACULTY ASSOCIATION

A report will be given by representatives of the Academic Senate and the Faculty Association.

* 9. SCIENCE-MATHEMATICS BUILDING

Progress Payment Request Number 22 has been submitted by J. B. Allen and Company, as set forth below, and payment is recommended:

Contract Price - \$3,934,600.00	
Amount earned as of 7-22-74, contract	\$3,925,855.00
Amount allowed, Change Orders	11,543.49
Total earned as of 7-22-74	<u>\$3,937,398.49</u>
Less 10% retention	<u>393,739.85</u>
Net due on earned to date	\$3,543,658.64
Less previous payments	<u>3,439,962.42</u>
Total amount payable this estimate	\$ 103,696.22

III. DISCUSSION/ACTION ITEMS

* 10. GYM-PHYSICAL EDUCATION BUILDING

Payment request has been received from Robert H. Hippe - George G. Randell, AIA Architects, as set forth below, and payment is recommended:

Fee: Article V, A.1. (C), Construction
Documents Phase - \$110,035.00

This billing to 20% completion of
construction documents:

Building	\$ 18,926.02
Site Work	<u>3,080.98</u>
	\$ 22,007.00

* 11. PAYROLL DEDUCTIONS

Authorization is requested to make payroll deductions for those district employees who wish to use this method to pay for the Family Life Insurance Plan available through the California Community and Junior College Association.

12. LIABILITY INSURANCE

A report will be made concerning the premium payment for liability insurance, which is required under the terms of the contract with Robert H. Hippe - George G. Randell, AIA Architects, dated May 13, 1974.

13. TYPEWRITER PURCHASES

Recommendation is made for the purchase of 7 IBM Selectric Typewriters, 5 which appear on the Purchase Order List submitted with this Agenda and 2 which will appear on a future listing. Justification for the recommendation to purchase the IBM machines is attached.

* 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 15241 through 15505, totaling \$206,548.12, be approved and that payment be authorized upon delivery and acceptance of the items ordered.

III. DISCUSSION/ACTION ITEMS

* 16. PAYMENT OF BILLS

It is recommended that District Warrants 96-19508 through 96-19559, totaling \$40,610.48, be approved and ratified for payment.

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. ADJOURN TO EXECUTIVE SESSION

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

VII. RECONVENE TO OPEN SESSION

Action will be taken concerning matters discussed in Executive Session.

VIII. ADJOURNMENT