

**BOARD OF TRUSTEES
LONG BEACH COMMUNITY COLLEGE DISTRICT**

**Minutes of Meeting of
July 10, 2001**

The meeting of the Board of Trustees of the Long Beach Community College District, County of Los Angeles, California, was held in Building FF, Dyer Assembly Hall, Pacific Coast Campus, 1305 East Pacific Coast Highway, Long Beach, on July 10, 2001.

CALL TO ORDER

The meeting was called to order at 4:05 p.m., the items to be discussed in closed session were announced, and the meeting was adjourned to closed session.

The meeting was reconvened in open session at 5:10 p.m. in Building FF, Dyer Assembly Hall. President Clark reported that, in closed session, no action was taken.

PLEDGE OF ALLEGIANCE

Vice President Uranga led the Pledge of Allegiance.

ROLL CALL

Present: President Clark, Vice President Uranga,
Member McNinch, Member Thorpe, Member Uranga
and Student Trustee Torres

WELCOME AND INTRODUCTIONS

President Clark welcomed Shannon Willson, the new President of the Classified Senate, and Angelica Torres, the new Student Trustee.

APPROVAL OF MINUTES

President Clark: Is there a motion for approval of the minutes of June 26, 2001.

It was moved by Member McNinch, seconded by Member Polsky, that the minutes of the meeting of June 26, 2001, be approved as distributed. The motion carried, all voting aye.

ORDERING OF THE AGENDA

The agenda was reordered to provide for Bonnie Brinkman's sabbatical report to be given at this time.

Sabbatical Report of Bonnie Brinkman

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

Bonnie Brinkman provided a Powerpoint presentation to the Board on the three major things she did during her sabbatical:

1. Explored technology.
2. Conducted research for the English Department.
3. Redesigned an English course: Critical and Argumentative Writing. (see attached)

REPORT OF BOARD OF TRUSTEES

Committee Reports

There were no Committee Reports.

STUDENT TRUSTEE

Angelica Torres: Good afternoon. My name is Angelica Torres and I am excited and honored to be a member of the Board of Trustees serving as student trustee for the Fall 2001/Spring 2002 school year. It is a pleasure to see those of you whom I have already met from the conference at Monterey Bay. I look forward to meeting the rest of the Board. I am eager to learn more about my position and about the Board. At the conference in Monterey Bay I asked a lot of questions. I was very fortunate because in the student trustee workshop I was the only new member. The other student trustees were either outgoing or in their second term. I was able to ask away without a worry of taking up too much time. I picked up a lot of information. Again, I look forward to a great year with all of you.

PUBLIC COMMENTS ON AGENDA ITEMS

At their request, members of the public may address the Board of Trustees on any item prior to or during the Board's consideration of that item. A five (5) minute time limit will be allotted to each speaker, with a maximum of twenty minutes for each subject, unless extended by the Board President. (There were no comments.)

The following items were part of the Consent Agenda

HUMAN RESOURCES (Academic)

It was recommended by the Administrative Dean, Human Resources, and the Superintendent that the Board of Trustees approve the following actions:

Appointments

Hourly Instructors – Summer	20
Hourly Counselors – Summer	16
Hourly Librarians – Summer	1
Stipends	3
English Placement Test Readers	2

In-Service Changes

Change of Salary – Contract	1
Change of Title	1

Terminations

Resignation	1
-------------	---

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

HUMAN RESOURCES (Classified)

It was recommended by the Administrative Dean, Human Resources, and the Superintendent that the Board of Trustees approve the following actions:

Appointments

Probationary	7
Temporary	30
Exempt From the Merit System	279

In-Service Changes

Leave of Absence Without Pay	5
Mileage	4
Changes and Modifications	8

Terminations

Retirement	3
Resignation	2

Acceptance of POA's Initial Proposal

It was recommended that the Board of Trustees accept the initial Proposal from the Police Officers' Association (POA) in accordance with applicable state laws and regulations.

It is further recommended that the Board of Trustees indicate and direct that a copy of the Initial Proposal be made available for public review in the Human Resources Department, Office of the Vice President, Administrative Services, Office of the Vice President, Pacific Coast Campus, Library, Liberal Arts Campus, and Library, Pacific Coast Campus until August 28, 2001.

It is further recommended that the Board of Trustees calendar a Public Hearing on POA's Initial Proposal at its next regular meeting, scheduled for August 28, 2001, in order to allow public comments to be made on that matter.

FINANCE AND PURCHASING

It was recommended by the Vice President, Administrative Services, and the Superintendent that the Board of Trustees approve the following actions:

FINANCE

Appropriation Transfers

(a) Appropriation Transfers numbered 35015, 35317, 35344, 35364, 35388, 35408, 35579, 35581, 35607, 35619, 35637, 35646, 35659 for the General Fund, in the amount of \$234,731.

From:	Classified Salaries	\$ 25,242
Staff Benefits	1,821	
Books and Other Supplies	21,858	
Other Operating Expenses	24,089	
Capital Outlay	663	
Appropriation for Contingencies	<u>161,058</u>	\$ 234,731
To:	Academic Salaries	\$ 700

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

	Classified Salaries	3,300
Staff Benefits	971	
Books and Other Supplies	31,446	
Other Operating Expenses	180,224	
Capital Outlay	<u>18,090</u>	\$ 234,731

Included in the total appropriation of \$234,731 are the following transfers greater than \$10,000:

<u>AT</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Amount</u>
35619	790100-01-790200-0000	564000-01-210100-0010	Public Affairs/ Services	\$150,000

From Reserves to rent of equipment/buildings/industrial transportation, for Police/Fire training classes.

Salary Warrants

Ratify issuance of salary warrants listed on Register Nos. 3951 to 3958 for the period of June 4, 2001, to June 14, 2001, in the amount of \$1,632,220.23 as listed.

Register No. 3951 Issue Date 06/07/01	Warrant Nos. 0674011 – 0674441	\$ 634,667.74
Register No. 3952 Issue Date 06/07/01	Warrant Nos. 0674442 – 0674590	148,353.39
Register No. 3953 Issue Date 06/07/01	Warrant Nos. 0674591 - 0674947	287,561.84
Register No. 3954 Issue Date 06/14/01	Warrant Nos. 0674948 - 0675286	182,022.79
Register No. 3955 Issue Date 06/14/01	Warrant Nos. 0675287 - 0675288	4,358.95
Register No. 3956 Issue Date 06/14/01	Warrant Nos. 0675289 - 0675403	41,618.16
Register No. 3957 Issue Date 06/14/01	Warrant Nos. 0675404 - 0675915	154,792.36
Register No. 3958 Issue Date 06/14/01	Warrant Nos. 0675916 - 0675968	<u>178,845.00</u>
	Total Salary Warrants Issued	<u>\$ 1,632,220.23</u>

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

Commercial Warrants

Ratify issuance of commercial warrants for the period June 4, 2001, through June 15, 2001, in the amount of \$1,674,995.20 as listed.

Period Ending June 8, 2001		
General Fund	\$ 564,360.71	
Child Development Fund	7,827.30	
Payroll Clearing Fund	53,602.14	
Capital Project Fund	<u>53,970.43</u>	
		\$ 679,760.58
Period Ending June 15, 2001		
General Fund	\$ 595,056.69	
Student Financial Aid Fund	350,508.00	
Child Development Fund	29.00	
Payroll Clearing Fund	44,634.47	
Capital Project Fund	<u>5,006.46</u>	
		\$ <u>995,234.62</u>
	Two week total	\$ <u><u>1,674,995.20</u></u>

Included in the total expenditure of \$1,674,995.20 are the following payments greater than \$10,000, excluding employee benefits and utilities:

General Fund – Fund 01

1. \$181,061 to Ben's Asphalt, Inc., for asphalt work on Lot M, Liberal Arts Campus and Veterans Stadium.
2. \$77,850 to John C. Ettlin, for Veterans Stadium football field renovations.
3. \$41,450 to First Union, for First Union Visa purchasing card for May, 2001.
4. \$35,300 to the California State University Office of the Chancellor, for 4CNet Internet Services for the fiscal year 2000/2001.
5. \$35,000 to United States Postal Service, for postage by machine service.
6. \$34,800 to Digi Terra, Inc., for professional services from May 14 through May 24, 2001.
7. \$30,999 to Kruger Bensen Ziemer Architects, Inc., for architectural and engineering oversight services on Building D, Liberal Arts Campus from May 1 through July 31, 2000.
8. \$25,000 to Whittier College, for a four-week educational program for Upward Bound from July 1 through July 28, 2001.
9. \$23,548 to Trend Offset Printing Services, Inc., for printing of Fall 2001 class schedules.

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

10. \$22,321 to Multiwave Direct, for 73 Intel processors with motherboard and Intel Pentium III CPUs with sound & video card.
11. \$21,697 to Rokni Electric Co. Inc., for maintenance testing and oil samples taken for PCB presence on 4.16 kv oil switches and 12 kv metal enclosed air switches.
12. \$18,903 to AFSA Data Corporation, for 1098 reporting services for student's tuition payments.
13. \$11,987 to La Salle Bank for lease of telephone system for June 2001.

PURCHASING

Contract Amendments

CN99603.1 – With IBM Corporation, Amendment #11, for the IBM AS/400, Model E35 Computer System located in the Computer and Business Information Systems area to extend the termination date to June 30, 2002. The agreement includes hardware maintenance at a cost of \$11,911.56 including tax and software maintenance at a cost of \$6,440.87 including tax. Total annual cost is \$18,352.43 including tax.

CN99603.2 - With Hewlett Packard, Amendment #14, for the Lease with Option to Purchase Computer Equipment Upgrade HP3000 Series 957 to extend the hardware, software, and network support for the HP3000, Series 957 and Series 950 and software and network support for PC Open View 7000LBCCDPC and Series 922 7001LBCCD3000 in the amount of \$38,489.56 including tax during the period of July 1, 2001, through June 30, 2002.

CN99606.1 - With Waste Management of Los Angeles, Amendment #12, for disposal of waste rubbish and wet garbage to extend the termination date to June 30, 2002, at an annual cost of approximately \$104,000 depending on the frequency of pick-ups. The cost includes a CPI increase of 1.8%

CN99613.4 – With Joyce Inspections and Testing, Inc., Amendment #3, for inspection services to extend the termination date to June 30, 2002.

CN99613.5 – With P2S Engineering, Inc., Amendment #3, for engineering services to increase the contract amount an additional \$50,000 and to extend the termination date to June 30, 2002, for a total contract amount of \$190,775.87.

CN99613.6 – With WLC Architects, Amendment #3, for architectural services to extend the termination date to June 30, 2002.

CN99613.7 – With WLC Architects, Amendment #1, for architectural services to extend the termination date to June 30, 2002.

CN99614.2 – With AFSA Data Corp., Amendment #3, to provide a comprehensive tuition tax credit reporting program through June 30, 2002 for an additional \$33,729, for a total contract amount of \$75,768.16.

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

CN99616.5 – With CF Environmental Inc., Amendment #1, for inspection services to increase the contract amount an additional \$50,000 and to extend the termination date to June 30, 2002, for a total contract amount of \$95,000.

CN99616.6 - With Bock Engineering, Amendment #1, for structural design and engineering services to extend the termination date to June 30, 2002.

CN99625.1 – With Cannon Facilities and Management Consulting, Amendment #1, for facility planning services to extend the termination date to June 30, 2002.

Bid 21-0001/14 – (Long Beach Unified School District Bid) With Gateway Computers for a Pricing Agreement for the Purchase of Gateway Computers to extend the termination date to June 30, 2002. Prices are to be in accordance with tabulated prices or less.

Purchase Order Approvals/Ratifications

Authorize the issuance of purchase orders for the period June 4, 2001, through June 15, 2001, in the amount of \$286,471.13 as listed.

37492	\$	4,755.24
37518		5,414.84
37533		1,520.03
37586		432.00
37714		1,126.62
37744		450.92
37871		52.50
37879		712.80
37885		872.80
37927 – 37955		130,307.44
37957 – 37983		52,549.46
37986 – 38006		72,170.66
38006 – 38015		15,870.42
P18000 - P18003	\$	<u>235.40</u>
Total amount	\$	286,471.13

Included in the total amount of purchase orders of \$286,471.13 are the following items greater than \$10,000:

General Fund - Fund 01

PO 37947 Visual Presenter – Wolfvision
Business Administration
Account No. 642000-01-050100-0550 \$16,473.00

Student Financial Aid - Fund 09

PO 37968 Backpacks with Imprint
Student Aid
Account No. 765000-09-732000-3900 \$ 6,530.76

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

Account No. 767000-09-732000-3890

\$ 9,087.12

FACILITIES

It was recommended by the Vice President, Administrative Services and the Superintendent that the Board of Trustees approve the following actions:

Agreements

CN 92955.1 - Ratify - Amend - With Memorial Occupational Medical Services, to provide physical examinations to include, but not be restricted to, entry level exams for college police officers and fitness for duty after extended illness. Extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$2,000.

CN 92970.3 - Ratify - Amend - With Brethren Manor, to provide use of facilities for District classes, to extend the termination date from June 30, 2001, to June 30, 2002 at no cost to the District.

CN 92982.7 - Ratify - Amend - With Fenton Family Day Care, to provide child care for CalWORKs participants, to extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$4,000, paid with CalWORKs funds.

CN 93019.8 - Ratify - Amend - With Aon Consultants, to provide benefits consultation, to extend the termination date from June 30, 2001, to September 30, 2001, for the amount of \$7,500.

CN 93020.9 - Ratify - Amend - With SixTen and Associates, to provide mandated costs services for the 2001-02 fiscal year, to extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$24,000.

CN 93027.1 - Ratify - Amend - With the City of Long Beach, to provide additional funding for Hazwhoper training for Construction Training and Employment Program, effective June 14, 2001, through September 30, 2001. Amount of additional funding is \$6,050.

CN 93027.4 - Ratify - Amend - With Nash and Company, to continue classification study which started in the Fall 2000, to extend the termination date from June 30, 2001, to June 30, 2002.

CN 93032.2 - Ratify - Amend - With Liebert Cassidy, a professional law corporation, to provide training through leadership workshops regarding employee relations, negotiations, and organizations, to change the name from Liebert Cassidy to Liebert Cassidy Whitmore, extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$3,000.

CN 93040.4 - Ratify - Amend - With Kimber Taing, to provide child care for a CalWORKs participant, to extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$4,000, paid with CalWORKs funds.

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

CN 93040.8 - Ratify - Amend - With Seng Cheng Tan, to provide child care for a CalWORKs participant, to extend the termination date from June 30, 2001, to June 30, 2002, for the amount of \$6,000, paid with CalWORKs funds.

CN 93042.8 - Ratify - Amend - With Alejandra Franco dba: Franco Family Child Care, to provide child care for CalWORKs participants, to extend the termination date from February 22, 2001, to June 30, 2002, for the amount of \$8,900, paid with CalWORKs funds.

CN 93049.6 - Ratify - Amend - With Jane McCord, to provide workshops for the Foster Care Education Program, January 25, 2001, through June 30, 2001, for the amount of \$300, paid with Foster Care Education funds.

CN 93051.7 - Ratify - Amend - With Eloise Evans, to provide a workshop on, "Parenting Pregnant Teens" for the Foster Care Education Program on May 22, 2001, for the amount of \$105, paid with Foster Care Education funds.

CN 93053.8 - Amend - With Basia Gliddon, to provide workshops for the FasTrax 2001 Summer Program, to revise dates from June 18, 2001, through August 2, 2001, to August 6, 2001, through August 23, 2001, for the amount of \$1,440, paid with Community Education funds.

CN 93057.1 - Ratify - With Grant Uba, M.D., to serve as authorizing physician for the District's Student Health and Wellness Services Program, effective July 1, 2001, through June 30, 2002, for the amount of \$4,400.

CN 93057.2 - Ratify - With Grant Uba, M.D., to serve as team physician for the District's athletic teams, as required by Conference Code and State Conference on Athletics, effective July 1, 2001, through June 30, 2002, for the amount of \$7,500.

CN 93057.3 - Ratify - With Family Service of Long Beach, to provide psychological sessions for students, effective July 1, 2001, through June 30, 2002, for the amount of \$32,250.

CN 93057.4 - With the U. S. Department of Education, to provide funding for the District under the TRIO Student Support Services, effective September 1, 2001, through August 31, 2002. Amount of funding is \$216,454.

CN 93057.5 - Ratify - With Covenant Manor, a Southern California Presbyterian Home, to provide use of facilities for District classes, effective July 1, 2001, through June 30, 2002, at no cost to the District.

CN 93057.6 - Ratify - With Rancho Santiago Community College District as fiscal agent for the Chancellor's Office, California Community Colleges Student Success efforts related to matriculation, to provide funding for Long Beach Community College District, effective May 7, 2001, through June 30, 2001. Amount of funding is \$4,552.

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

CN 93057.7 - Ratify - With Martha Torres, dba Torres Family Child Care, to provide child care for CalWORKs participants, effective June 11, 2001, through June 30, 2002 for the amount of \$4,600 paid with CalWORKs funds.

CN 93057.8 - Ratify - With Alltech Environmental Services, to provide 40 hours of training for Hazwoper certification for participants in the Construction Training and Employment Program, effective June 18, 2001, through June 22, 2001, for the amount of \$5,500.

CN 93057.9 - With I/Tech Services, Inc., to enter into a revenue sharing agreement to provide training for Microsoft Certified Systems Engineer, Web Master and Developer Certifications and other programs as agreed upon, effective August 1, 2001, through June 30, 2003, for a fee not to exceed \$119,000.

CN 93058.1 - Ratify - With Starla Hampton, to provide child care for a CalWORKs participant, effective June 11, 2001, through June 30, 2002, for the amount of \$5,700, paid with CalWORKs funds.

CN 93058.2 - Ratify - With Jean Y. S. Smith, to provide volunteer coordination services for the Foster Care Education Conference, effective May 1, 2001, through June 2, 2001, for a fee of \$400, paid with Foster Care Education funds.

CN 93058.3 - Ratify - With Los Angeles County Proposition 10 Commission, to provide funding for the "Good Beginnings Never End" mobile resource van. The van will visit family child care providers to provide nutrition information and other services as needed, effective July 1, 2001, through June 30, 2002. Amount of funding is \$296,141.

CN 93058.4 - With Jack Humphrey, to perform and complete all the duties incident to the preparation of the Long Beach Community College District governing board redistricting as mandated by Education Code 5019.5, effective July 11, 2001, through September 7, 2001, for a fee not to exceed \$4,800.

Use of Facilities

Ratify requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
L. B. Parks & Recreation	LAC	Band Rehearsals	G126	6/26 - 8/14/01 (Tuesdays)

User to be charged fees in accordance with Board-approved fee schedule.

Ratify requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
L. B. Parks & Recreation	LAC	Sunday Baseball	Baseball Field	6/10-7/29/01

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

Facility use rental waived. Equipment/staffing will be charged if needed.

Grant requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
Champion Youth	LAC	Pom Pom Competition	Large Gym	8/26/01
National Evaluation Systems	PCC	CBEST Testing	BB, DD, EE, and FF Bldgs. (Various Classrooms)	10/6/01
National Evaluation Systems	PCC	CBEST Testing	BB, DD, EE, and FF Bldgs. (Various Classrooms)	12/1/01
National Evaluation Systems	PCC	CBEST Testing	BB, DD, EE, and FF Bldgs. (Various Classrooms)	2/9/02
National Evaluation Systems	PCC	CBEST Testing	BB, DD, EE, and FF Bldgs. (Various Classrooms)	4/6/02
National Evaluation Systems	PCC	CBEST Testing	BB, DD, EE, and FF Bldgs. (Various Classrooms)	6/8/02

User to be charged fees in accordance with Board-approved fee schedule.

Grant requests to use District facilities for activities and on dates as shown.

<u>Organization</u>	<u>Campus</u>	<u>Event</u>	<u>Facilities</u>	<u>Date</u>
LBCC Human Resources	LAC	Clerical Testing	Cafeteria	7/14/01

Facility use rental fee waived. Equipment/staffing will be charged if needed.

Donation

Accept the donation from Bernard W. Kay, 17812 Seminole Way, Yorba Linda, CA 92886, of one 5 hp Yamaha marine diesel engine for use in the Diesel program, and request that a letter of appreciation be sent.

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

It was moved by Member McNinch, **seconded by Member Thorpe**, that the items on the Consent Agenda be approved and authorized.

The motion carried, all voting aye.

ACADEMIC SENATE (Title 5, Section 53203)

Revised Policy on Curriculum That is Scheduled Days and Hours to be Arranged (DHR) (No. 4016)

Dr. Steve Wallech, Academic Senate President, presented for First Reading, the revised Policy on Curriculum That is Scheduled Days and Hours to be Arranged (DHR), Policy No. 4016, and directed the staff to make it available in the Superintendent's Office for review by staff, students, and public. Further, that action be taken at a subsequent meeting.

Revised Administrative Regulations on Curriculum That is Scheduled Days and Hours to be Arranged (DHR) (No. 4016)

Dr. Wallech presented the Revised Administrative Regulations (No. 4016) to the Board for information.

SUPERINTENDENT-PRESIDENT

No report.

ACADEMIC AFFAIRS

Sabbatical Reports

Michael Avila presented the following information on his sabbatical which was used to complete course work in vocational education:

Gerry Eldred: The purpose of my sabbatical leave was to develop curriculum for use in teaching advanced level composition courses, specifically ESL 33 and 34 in the English as a Second Language Department.

Before I focus on the project, I would like to thank the members of the Board and the administration present today for the opportunity to take a sabbatical and to "take a rest" as the word connotes. This opportunity to rest fortuitously followed a period of

convalescence from a serious illness in the summer and fall preceding my sabbatical. My physical and spiritual selves were quickly strengthened as a result of time to focus on my health and well being. Assisting with that recovery was my wonderful husband who I met here at LBCC while we were students in 1957-58. Now fast forward 42 years: While on sabbatical in Spring 2000 we traveled to Italy where we were enthralled by the ancient ruins of Rome and where we saw Pope John Paul conduct Easter Sunday Mass in St. Peter's Square. The latter was truly an emotional high point. While traveling in Umbria and Tuscany, we explored numerous medieval villages and ventured to the Island of Elba to walk through the winter and summer palaces where Napoleon was exiled. I am a Francophile, having been to France seven times, so that island visit was a highlight of the trip.

Now for the "real report."

A requirement of a sabbatical leave is a tangible product. I have two, one of which is on file in the LBCC library, that being:

- Curricular activities and assignments for teaching ESL 33 and 34, advanced level composition courses that prepare non-native speakers of English for mainstream English. Included are copies of essay and summary writing assignments, related readings, and Internet research activities. These newly developed assignments were put to good use this past year when I taught ESL 34X, a computer-assisted instruction course. Students were particularly receptive to the requirement of using the Internet for researching a topic and finding support for a particular essay.
- Another aspect of that course was the reading, discussion and literary analysis of short stories by John Steinbeck. I selected this author as a result of traveling to Northern California during my sabbatical and en route visiting the relatively new Steinbeck Museum in Salinas. That visit revitalized a personal interest in the literature of Steinbeck. At the conclusion of the semester, several students told me how much they enjoyed that aspect of the class, and several were introduced to Mr. Steinbeck for the first time.
- The second product, which I will demonstrate shortly, is a multimedia software program for summary writing. This program will serve two purposes in the ESL department:
 1. It will reinforce the concept of writing a summary and paraphrasing—both of which are academic skills. Summary writing is a requirement of all levels of ESL composition courses, ESL 54, 56, 33 and 34.
 2. Even though our department writing courses are sequential in content, many students begin studying in the ESL program at various levels and have not been taught to write a summary. Thus, this program will provide supplementary practice for individual students having difficulty with summary writing skills.

Another potential use for this program could also be for students in all academic areas where summary writing is required and extra practice is needed.

Program Development

- The program was co-developed by The College Multimedia team, including Amit Schitai, Multimedia Specialist
- Cece Sandler, Graphics Design Specialist
- Monica Mravec, Program Developer

I am the “content expert” and wrote the paragraphs and the accompanying activities. The material in the courseware was pre-tested in ESL courses prior to production and adjustments were made based on the results of students’ responses, similar to item analysis of a test. Several ESL colleagues were consulted as to level of difficulty and practicality of some of the activities.

I wish to thank those colleagues and students who assisted with the testing and evaluation of the courseware.

DEMONSTRATION (Preface): This program could be used by an instructor in the classroom following a presentation on principles of summary writing. Or, it could be used in a computer lab as an independent study program, but faculty input is needed at some point.

FORMAT: Weekly Digest Magazine. Student has the role of a newly hired employee who will write summaries of longer articles for the table of contents (show contents).

A variety of academically appropriate topics are included and each topic has a different activity:

Green House – A paragraph; students choose the correctly summarized paragraph. Whether they choose the correct or incorrect version, they are given feedback. The incorrect version includes a statement with the types of errors.

Early California – Three types of errors students often make in summary writing: Omission (must look in the original paragraph), Copying, and Oversimplification.

Hale Bopp Comet – Involves extrapolation of the main and supporting ideas based on Who, What, Where, When, Why (click on the correct part of the sentence).

Modern Communication – Paraphrasing and vocabulary are emphasized in this activity. Student must drag the appropriate word or phrase to correctly complete the sentence.

Altered Food – Involves ordering of ideas, main and supporting ideas. This is a reading skill as well as writing. Student must look for clues such as pronoun reference and signal phrases which serve as transitions between ideas.

Bicycles – At this point students will read a paragraph and then write a summary of that paragraph. Upon completion, a model summary appears against which students can

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

compare their own writing. At the conclusion of this activity, instructors have a couple of options:

1. In a computer lab with a server and an overhead projector, the instructor could access the student-written summaries and critique them on the spot.
2. Or, have the students print their summaries, critique them and discuss them individually.

Future Plans

An audio component will be added, providing a scenario for the Weekly Digest in which the “editor” will give the newly hired employee a task. Oral feedback will also be added, telling the employee when a mistake has been made or when a successful response has been provided. In the fall, I will show the program to the ESL department faculty and use it with students in my ESL 54 class. I will also invite other department instructors to use it in their composition courses. Based on their feedback and evaluation, I will make any needed adjustments. I also plan to develop new modules with different topics.

Thank you for your time and attention. It was a pleasure being here and sharing my sabbatical experience.

STUDENT SUPPORT, PLANNING AND RESEARCH

No report.

ADMINISTRATIVE SERVICES

Resolution, 2001-2002 Appropriations Limit

It was moved by Member Polsky, seconded by Member McNinch that the Board of Trustees approve Resolution 071001 relating to the District’s Appropriations Limit for 2001-2002. The motion carried, all voting aye.

PACIFIC COAST CAMPUS

No report.

ACADEMIC SENATE

No report.

CLASSIFIED SENATE

No report.

TRUSTEES COMMUNICATIONS

Member McNinch: I would like to thank Student Trustee Torres. On her trip to Cancun. She brought back half of a pair of salt and pepper shakers for me and since she will be returning to Cancun this summer, she has promised to bring back the other half because she has learned that I collect unusual condiment dispensers.

NEW BUSINESS

President Clark: One item under “New Business.” We have reapportionment which we need to finish up, probably about the middle of August. There’s not a great deal of

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

movement with regards to the districts. We've hired Jack Humphrey. We will need to have a special meeting sometime, and I'm suggesting maybe the fourth Tuesday, if that's agreeable, at maybe 5 o'clock in the afternoon. It shouldn't take much time. We'll get the maps in the meantime and we'll take action on it. Is that an appropriate date?

(There was consensus by the Board). O.K. if that's agreeable, we'll set that up for July 24, late in the afternoon. Jack Humphrey can be there to answer any questions. And then Trustee Uranga and myself will sit as a committee to evaluate it and ask for suggestions.

Superintendent-President Kehoe: Dr. Clark, our Board Secretary will be missing. She is going to take a vacation. If we can keep it to one item, we can prepare the packet.

President Clark: That's the only item we have.

Member Uranga: Dr. Clark, is there a schedule that's been done that tells us when we have to have this to the appropriate bodies for final resolution?

President Clark: The best information we have is about the middle of August is when the county would like it. It's the same time the city's is due, not that it's going to be enacted until next year, but they'll be having so many of them. You can imagine the number of districts that are doing this and they want to have them as early as they can just simply for the convenience of having enough time to do it. I don't think we have a major problem because the amount of change is not particularly great. There are some differences, but nothing that should be too great.

Member Thorpe: Dr. Clark, I was just going to say at the special meeting will we take action at all?

President Clark: Yes, we'll take action. That's the purpose of the meeting. In the meantime, we'll have maps to look at.

Member Uranga: In addition to the reapportionment that we're going to be reviewing and approving that night, are there also going to be financial considerations that we have to look at in the reapportionment process? Ballots? Elections? City Clerk or County Registrar's Office?

President Clark: No, just the approval of the map.

FUTURE REPORTS:

9/11/01 - Report on Student Surveys

9/25/01 - Report from the Eligibility of a Two-College District Committee.

PUBLIC COMMENTS (NON-AGENDA ITEMS)

At their request, members of the public will be given the opportunity to address the Board of Trustees on matters of general District business. This is the time for members of the public to speak and be heard and share their comments with the Board and for the Board to listen. Therefore, the public should not expect the Board to comment or

**Minutes, Meeting of the Board of Trustees
July 10, 2001**

respond to public comments. A particular position should not be inferred if there are no Board member comments during this time.

A total of five (5) minutes will be allotted to each subject, unless extended by the Board President. After receiving testimony, the Board may recommend placing such item or item(s) on the agenda of a future meeting or referring the item(s) to staff for a report. (There were no comments.)

ADJOURNMENT

President Clark adjourned the meeting at 6:10 p.m. There will be a Special Meeting of the Board of Trustees on July 24, 2001, at 2001, Building I, Liberal Arts Campus. The next regular meeting of the Board of Trustees will be held on [August 28, 2001](#). The first order of business will be adjournment to a closed session, as needed. The Board will reconvene in open session at 5:00 p.m. in Building I, Liberal Arts Campus.

Assistant Secretary