

**Health Services Association of California Community Colleges  
Northern Section Executive Meeting  
Thursday, October 24, 2002**

Meeting called to order by Kate Hartzell, Northern Section President at 12:30 p.m.  
Attendance 14

**Introductions**

Present: Linda Albright, Sunny Clark, Susan Dontanville, Alice Dufresne-Rey, Judy Harris, Reona James, Naomi Kitajima, Merrilyn Maurer, Mary Mirch, Janet Olson, Becky Perelli, Marti Peterson, and Hilda Sielicki

**Directory**

A current directory was passed out with the instructions for each member to update their information. Please note this information will not be available on our web site.

**State President Report**

Mary Mirch reported on the recommendations set forth by the southern section meeting. She provided the following documents.

*Annual Survey*

A tabulated list of when colleges have turned in the annual survey. It is very important that each college complete the same survey. If it is impossible to get these numbers, then submit that information on the survey. Not being able to get these numbers is important data and needs to be reflected on the survey.

*Issues Statement*

An issues statement was generated in response to an invitation by the President of the CSSO's, Nancy Knight. Mary requested input for the issue statement through e-mail to the executive board. This statement addresses what Health Services is committed to doing for the students. There were 15 organization involved representing most of student

services. Each of the participants presented their position then they prioritized. The group came up with 34 issues and concerns. Health Services came in on the top 10, at number 7!

As soon as Mary gets more information, she will make sure she gets it to us.

Motion: Becky Perelli moved and Reona James seconded and carried that the issues statement be presented for endorsement by the Health Services Association membership at the Northern Section Meeting.

### *President's Retreat*

The dates for this retreat were selected as to when a few key people could attend due to conflicts in summer scheduling etc. The group was small but efficient. Due to the budget cuts in Matriculation and Cal Works affecting community colleges, the CSSO's have plenty to worry about. This would be an excellent time for our association to get organized. Our membership has gone up, so it would be a good time to clear up any confusion as to the purpose of our association. We looked at the organizational chart. What are the roles of the section presidents and the state president? Are there missing representatives at the state level? It would be a good idea to formalize the conference chair. A treasurer should have a two-year term and the same for the section president. What members will be authorized to sign checks? What does the organization do? This organization does not serve students directly and so the mission statement must state that clearly.

### *Budget*

The budget will automatically change if we accumulate over \$25,000. IRS will change our tax status. Our budget lacks line items. i.e., who should pay for the copies I just distributed? For now it came from my health services budget. We need to be more professional on how we conduct our business.

Naomi asked why we are holding on to the money? What will we do with it? Mary said she felt officers should be financially compensated. Mary asked if there should be incentives for people holding office? Presently the state president's expenses are split up between both sections. The budget should have a line item for the expenses of the presidential retreat.

The South is not in favor of having one treasury. The Southern Section is in favor of having a third and separate treasury for covering expenses that affect the state expenses. This is really just the beginning of a discussion.

### *Bylaws*

This is an excellent time to look at how information is disseminated. Should there be more combined meetings? Is the way we vote adequately representing all the members? There are no specific directives as of yet. Mary stated it is time to first work on the design than the by-laws.

Some of the recommendations made were to change the name from Regional Representatives to Regional Coordinators.

Under Article IV Membership Dues should be due Nov. 1.

Article V Section C Section President Elect Strike out number 2.

Serves on Section Nominating Committee.

Number 3 becomes number 2 and 3 becomes number 4

Insert 4 Serves as a mentor for Regional Representatives.

Next change: Article 9 Section 1 Nominating Committee Strike out Section President Elect and her/his appointees and insert 2-5 members appointed by Section President.

Standing Rules Number 5 change other tasks determined by the incoming "State" President to . . ."State" President

Number 8 should be 500 not 100

Other recommendations for the bylaws were handed out in a document that began with . . .Official notification to organization member shall be by email...

The membership form shall be available on the web by July.

Anticipated bylaw changes will go out before February. The standing rules could be voted on at the State Meeting.

Are we an institutional or a professional organization? Can we be both? How do we balance issues with the associate members and the active members?

Kate liked the idea of setting up a task force to look at the proposed changes to the bylaws and how it might affect the colleges. She also stated we need to follow more closely Robert's Rules of Order for conducting the meetings. Kate also pointed out there are no provisions for voting by proxy. Mary Mirch will follow up on this with an e-mail with an all inclusive language.

#### *7<sup>th</sup> Annual State Conference and Meeting*

Mary passed out flyers, Rainbows & Riptides: Issues and Opportunities in Community College Health Services scheduled at Newport on March 5,6, and 7, 2003. Regarding on how we handle conferences, the southern section has begun the process of applying to the Board of Registered Nursing for a CE Provider Number.

There is still a need for a speaker on HIPPA. If anyone knows of a speaker they could recommend that person to Chris Hogsted of Grass Valley.

#### **Treasurer's Report**

Becky Perelli reported Net Gain of \$623.22 Part of the net gain comes from the conference registration and vendors and a refund from the hotel.

Membership dues \$675.00

Debits

State Conference expenses and the cost for packets prepared to distribute to the CSSO's

Web Page

\$156.64 for the domain name

No charges yet for the Web Design.

This report does not reflect conference cost prior to March.

Motion: to accept the treasure's report. Alice Defense-Reyes moved/ Reona James seconded/carried

Discussion: Linda Albright suggested we should not have a treasury report in October.

This is an update not the annual report. The report should reflect the dates from July – July and the treasure's report should be given when the books are closed. A report once a year is all that is needed.

## **Minutes**

Susan Quinn will produce minutes from our last meeting at tomorrow's meeting for approval.

## **Region Reports**

Region One: Susan Dotanville has made some contacts with other community colleges in her section. All are outsourcing except Shasta and Butte. She is looking at retiring in the near future and is trying to get Planned Parenthood to provide services for her students since they deliver the services at a lower cost in the long run.

Region Two: Janet Olson The collaborative project is finished and Diane is writing

up the presentation. We will be presenting it to the board. Our project will be used as a teaching tool. We will also have a new college added to our region. This is going through the charted process.

Any student in the district can get services at any of the Health Services. Reona has been asked to provide some of these services.

Folsom is in need of a nurse. The student population is 7,000.

Region Three and Four: Alice Dufresne-Reyes reported a potential of 26 Health Services. Presently have 22 Health Services with some that are outsourced.

Pittsburgh has had a very successful tobacco control program.

Napa Valley has had a discussion about setting up a health center.

Alice is working along with Naomi on a virtual health services for our web site.

Naomi requested that the members send items for the Virtual Health Center to Alice.

For changes to the directory send them to Ruth Foy

By Laws Chris Hogsted

The most updated version will be in the hands of those mentioned above and posted on the web. Updates can be much quicker if a link is provided on the actual web site. Kate asked for this to be set up with our web site. Working with a web master is like having to work with an interpreter. We must have somebody working directly with the web master.

Kate asked what might be a realistic budget for the web master

A motion was started to fund \$25,000 for the web master. It is difficult to arrive at a sum of money since this web master has had to start from the beginning. The last web master did not deliver the project as requested. The amount will have to be agreed upon by both

the north and southern sections. The Southern Section Executive Board will be notified by email.

Motion: Pay an additional \$25,000 to the web master.

Moved by Alice Duresne-Reyes/seconded by Reona James/carried

The web site is downloadable. Explorer is the optimum site to bring up web page.

Before the grant is over for the tobacco project, Naomi will have Mica switch her tobacco site onto the HSA web site. Our web site is set up with a link to grants. Forms had to be removed since these were samples only and not necessarily sanctioned by the association.

Naomi stated that our logo does not look good on our web site. Naomi would like to suggest to re think the logo or is it O K to leave it out? Kate responded with so much going on at the present time we will just leave it out.

Brochures need to be in word format so they can go on the web  
If you want to print a poster, it has to be a special format. A PDF file can be sent to you upon a request. The basics are not up yet.

Region Five: Linda Albright reported meeting with one of the Trustees Leslie Wong from Delta Community College turned out very positive. Delta College has no Health Services so taking her to the University of Stanislaus and comparing their Health Services to a community college (Modesto Junior College) that has some services drove home the message in the disparity between the colleges. This trustee, Leslie Wong was not opposed at looking at categorical funding

Kate asked for direction for tomorrow's meeting.

- 1.) Southern Section has asked for input due to changes in the by laws
- 2.) recommendation of changes in the Treasure's. Report
- 3.) web page.

4.) conference

shuttle service to the confer site

Lorraine will speak on the risk survey

Thursday evening activities are yet to be announced

Adjourned at 4:50 p.m. 10/24/02

Respectfully submitted by Hilda Sielicki, Northern Section Secretary.