

**Health Services Association of California Community Colleges
Northern Section Meeting
October 25, 2002**

Attendance: 33

Meeting was called to order by Kate Hartzell at 10:00 am and established that there was a quorum.

Introductions

Linda Albright, Martha Bigelow, Paula Cahill, Rosalyn Chan, Sunny Clark, Barbara Conahan, Joyce Clark, Susan Dontanville, Alice Dufresne-Reyes, Brenda Evans, Judy Harris, Melanie Harris, Kate Hartzell, Reona James, Naomi Kitajima, Merrilyn Mauer, Muriel Meunier-Fiebelkorn, Mary Mirch, Sarah McCuskey, Nancy Okamoto, Janet Needman, Janet Olson, Becky Perelli, Marti Peterson, Susan Quinn, Mary Redfem, Charlene Reilly, Noel Robinson, Leslie Sachs, Hilda Sielicki, Indra Thadani, Diane Velleno, Barbara Wylie

Next Northern Section Meeting:

Janet Needman volunteered to host the Northern Section Meeting in 2004. She has a new Health Center to show us

Approval of Minutes:

Reonan James moved to approve minutes with amendments. Alice Dufresne-Reyes seconded/carried.

Northern Section President's Report:

Bylaws and Standing Rules changes;

The copies of the bylaws you are receiving at this time are from the May meeting last year. There are some corrections we want to bring to your attention prior to having to vote on them at our Spring Meeting. Another issue that has come up is the way membership has been established. It was recommended at the Executive Board Meeting to form a committee to look at this. Mary Mirch has offered to look at the problem. If it has created a problem for you, please contact Mary Mirch to give her your input.

A minor change in the bylaws is to use the term Regional Representatives consistently throughout our documents and not Regional Coordinators.

Strike number 2 and promote number three to number two and four to number three. Adding a new number four. Serves as a mentor for the Regional Representatives.

On article 10 Nominations and Election Strike out "the president elect and her/his appointees" insert "2-5 members appointed by the Section President" These are proposed changes with the intentions of voting on them at the Spring Meeting.

Membership is \$75.00 per year, Associate Member \$15.00 a year and fees must be paid by Nov. 1 or incur a late fee of \$25.00. This does not work for all colleges depending on how business is handled at each college. We would like to make it more desirable to join earlier in the year.

Our association needs to adopt the Robert's Rules of Order for conducting a meeting. We have nothing in place for voting by proxy. Also, we need to establish how we give official notice. The official method of communication will be our web site. Discussion has been going on as to the necessary reimbursement for the travel and expenses for the State President. We are agreeing philosophically to the concept that we want our president to do her/his job and we want them reimbursed for the expenses incurred.

We need signatory status given by the president to members who are negotiating contracts and conducting business for the association. These are standing rules as proposed by both the Northern and Southern Sections and it will be posted on the web site. We will vote on them at the Spring State Meeting

Statewide Conference 2004

Kate said she put some rooms on reserve at Asimolar Conference Center for our next Northern State Conference in 2004 and did so prior to missing out on the opportunity of having Asimolar as an option since there deadline for reserving rooms was last week. The rooms go from \$ 85.00 - \$135.00 per night including meals. The dates for the conference are March 10-12, 2004. Kate asked for members who will volunteer to serve on being part of the planning committee. Roz and Alice have accepted to be co-chairs of the State Conference for 2004. Marilyn volunteered to coordinate the vendors for the conference.

CLCC Community League of California Community College is a lobbying group that also does group purchasing. There are CSSO's and trustees that sit in this group. They will be conducting their annual conference and our proposal to

present was accepted. The theme for this year's conference is Supporting Student Success. Kate will be giving an overview of all the different types of Health Services. Naomi will talk about grant writing and collaborative relationships. Wende will talk about the accreditation process and how it has helped her health center to grow. Laurie will present the risk survey and how she used it to plan for events at her health center. Susan will talk about how she has used numbers to measure outcomes.

State President's Report

Mary Mirch announced the State Conference for 2003 is in Newport Beach on March 5,6, &7. She urged all to attend and passed out flyers announcing the conference.

She is working on getting a provider number for Continuing Education Credit for our association rather than having to go through one of the colleges each time we offer educational components to our meetings and conferences.

The conference committee is still looking for a HIPPA Speaker, if anyone knows of one please communicate with Chris Hogsted. Thursday evening activities are still being worked on. That information will be sent out in the list server.

Mary also said she put out an RFP's (request for proposal) since we have such wonderful things happening in our own health services. This is the first time this has been done.

Surveys that have been collected are reflected on the form where your colleges are listed. The date entry is indicates the date the information was received. If anyone cannot access this information please respond to the survey anyhow because the survey needs to reflect this problem. That alone is very important data to have.

Late August I was invited by the President of the Chief Student Service Officers CSSO's to the Presidential Summit, titled Student Success. DSP&S, EOP&S, Financial Aid, Admissions and Records, Matriculation, and Counseling were all present. Laurie who is the President Elect also attended. They asked us to bring an issue statement. So I asked via e-mail for input from the executive board and all the Region Representative. The issue statement I just handed out to you is what came from that collaboration.

What we say in the issue statement is that we are committed to academic success. Everyone at this Presidential Summit was given an opportunity to present. There were 35 issues this group proposed. Health Services had two of

these issues. One was funding and the other healthcare for all students. We came in number 7 out of 35! It was written in the following manner: Develop a funding formula that funds basic levels of service for student health centers. Guess what they are asking from us now? They want data and minimum standards.

Executive Retreat

At the Presidential Retreat, we discussed at looking at the three-year commitment when a member is elected president. We don't feel our membership can afford any more time than that at the present time. We had a lot of discussion on the mission. The organization does not directly provide access to health care. So we felt that it needs to change so it clearly states our function.

As we looked at the organizational structure, we questioned why there was no state budget. Our two treasures from the north and south in the past have done a fabulous job of working together. We have no state budget yet we are being asked to do state stuff. We need to have a state budget and a state treasurer. The conference chair needs to be a part of the executive board. If that was in place now that person could be working with Chris who is doing the conference now. The issue is we need to define a state structure more effectively and we need to have a state budget. The general census seems to be a building of a state budget with contributions from both the North and South. I would like to recommend that the section presidents and treasures present a proposal to the organization at the State Meeting as to what they would recommend to build a state budget. This also presents more challenges since we would need to meet more often. We want to improve the organization function communication by working on the mission statement and building of a state budget.

Directory Update

Please continue to pass the directory so all who are in attendance can update the information on the one directory.

Morning Session was adjourned for lunch at 11:15 a.m.

Re-adjourned for the afternoon meeting at 1:05 p.m.

Treasurer's/Members Report (See attached)

12 paid members at this time

9 Regular Memberships 2 Associates

Becky apologized for not sending the letter out to get your dues paid by November 1. Because of the late notice, the late fee will be negotiated.

Beginning next year the treasurer will not be sending anything out hard copy.

Membership application will be downloaded from the web site

Prior to our conference last March

Balance \$11,469.08

Total amount of deposits \$6,086.00

Total debits \$5,452.00 dollars

Total. Balance as of last week.

\$12,000.92 All of the money is in the checking account.

At the executive meeting, Becky was asked to adapt the treasury report so that the books would close on of July 1 and the new budget would begin on July 1.

We did not make much money at the conference but we did not lose any money.

Motion Janet Olson moved to approve the Treasurer's Report and Linda Albright seconded/carried.

Region Reports

One - Sue Dontanville

Robin Richards of the Syskiyous organized Region One SPS brain storm. (Student Program Services) Many of the deans of student program services attended this regional update. Unfortunately Susan was the only Health Services person in this group. They meet annually possibly and Sue urged all of us to attend these meetings to inform them what Health Services is accomplishing. All of the regions meet but possibly are called by a different name. Find out who in you region is organizing the event and someone from your region should attend.

Two -Janet Olson (no report)

Finishing the project on STD testing. This study will more than likely be submitted for publishing in JAMA.

Three & Four – Naomi Kitajima

Towards the summer at the end of August we hosted University of Quit. We plan on offering this course once again next year at the same time of year.

This was made possible through a grant. Our speaker's fee was at \$6,000.00 It is an excellent program, taught by two pharmacists. It was for all types of addictions. It gave the participants a good theoretical base.

This quarter we will work on having a logo contest. Everyone loves a quitter. University of Quit proposes that you always have something to give to the student who is just thinking about quitting. It is a step-by-step program.

Biennial Review. A letter will be going out at the end of this month to all the colleges. The letter is requesting all the policies and procedures that the college has regarding drugs and alcohol. All you do is report what activities you plan to do in Health Services regarding drugs and alcohol The Drug –Free Schools of Campuses Regulation can be downloaded from the web.

www.hsaccc.org

Virtual Health Services, if you are a member you can download it to your web page. There are no forms on the web since the association does not endorse all.

Anything you send to Naomi will need to be in JPG format. If you are revising an existing document please use italicized or strike through so it is easier to pick out the changes. For input to the Virtual Health Services, send it to Alice Dufresne-Reyes.

Directory changes send to Ruth Foy.

Minutes, conferences and graphics send to Naomi

Micah Lieberman web master send nothing

Bylaws send to Chris Hogstedt

Format for a flyer like for the conference will be available on the web.

The web is best-viewed utilizing Internet explorer. To submit a document, use Microsoft Word. The web site is a work under progress.

It was suggested that all who communicate utilizing the Internet, should clearly state who they are with the name of the college so it is easier to identify who it is most especially for new people.

Five – Linda Albright

No report.

Adjourned at 3:40 p.m. 10/25/02

Respectfully submitted by Hilda Sielicki, Northern Section Secretary