

**HEALTH SERVICE ASSOCIATION-  
CALIFORNIA COMMUNITY COLLEGES  
SOUTHERN CALIFORNIA  
REGIONAL BUSINESS MEETING  
FRIDAY October 4, 2002  
Moorpark College**

1. President Judy Harris called the meeting to order at 8:30 am. The following members were in attendance:

Elizabeth Benne	Los Angeles Pierce College
Lorain Brault	Fullerton College
Susan Broderick	Santa Barbara City College
Jo Buczko	Pasadena City College
Debbie Conover	El Camino College
Judy Giacona	Crafton Hills College
Diane Glaser	Allan Hancock College
Judy Harris	San Diego Miramar College
Katherine Hartzell	Cabrillo College
Chris Hogstedt	Irvine Valley College
Renee Kimberling	Chaffey College
Sharon Manakas	Moorpark College
Mary Mirch	Glendale Community College
Eva Redhead	Santa Monica College
Sandra Samples	Mt. San Antonio College
Anza Smith	Rio Hondo College
Patti Smith	Riverside College
Debby Strong	Bakersfield College
Elaine Tennen	Ventura College
Arlene Warco	Santa Ana College
  
2. Welcome by the president of Moorpark College, Dr. Eva Conrad
3. Self introduction of all members present
4. **MSC (M. Mirch/A. Smith) to approve minutes of April 26, 2002 Southern Regional meeting w/corrections.** Idea introduced for official posting of meeting minutes to be on the web site with individual members taking the responsibility to obtain a copy for discussion at the next scheduled meeting. Topic tabled for later discussion.
5. **State President's Report:** Mary Mirch Refer to handouts for specific detail
  - a. List of schools who responded to survey last spring. We need the other campuses to respond as soon as possible.
  - b. Attended a summit of student service organizational presidents accompanied by L. Brault, presented a statement of commitment from Health Services:

Did not ask for more money because of statewide cutbacks.

Focused on services we provide.  
Team player concept.  
Chancellor's Office was involved.  
Student Services need to put forth the student's needs.  
Health Services does provide psychological services.  
Top 10 student services issues were identified and Health Services funding issues came out number 7.  
Strategies were defined, need to gather data, costs, funding formula determined based on data results and costs.  
All folks were equal, level playing field.  
Future plan to continue these meetings.  
L. Brault added it was interesting to see the leadership of every student service organization in the state all committed to students and student issues.

- c. President's Retreat: Dates of last retreat were determined by the availability of the facility and the schedules of the new section presidents. It was a small group.
  1. They decided to address organizational structure instead of funding since the budget is in a statewide crisis. The goal is to improve communication within the organization and with other organizations. There has also been some role confusion. Some possible changes in structure might include:
    - a. Create other statewide officers other than the president; possibly state treasurer and assistant treasurer.
    - b. Formalize role of conference chair with an assistant who would be the chair the following year. Whether this role would be elected or appointed was not discussed at the retreat.
    - c. Include the web contact as a part of the organizational structure
    - d. Identified a proposed state budget.
  2. Discussed current mission statement: "The mission of HSACCC is to support and foster quality health service programs within the CCC." Identified a preferred alternative, which states: "The mission of HSACCC is dedicated to the support and promotion of quality health service programs throughout the CCC to enhance student success."
  3. Goals and Objectives for 2002-2003  
**GOAL:** The goal of HSACCC for 2002-2003 is to improve organizational functionality and communication.  
**OBJECTIVES:**
    - a. Re-define the current mission and purpose of the organization.
    - b. Develop a revised organizational structure.
    - c. Develop a state budget and standardized fiscal procedures.

- d. Modify the bylaws to reflect functional changes, organizational structure, succession, and consistency.

**DISCUSSION OF PRESIDENT'S REPORT:**

Arlene Warco concerned with the funding of the proposed changes. Mary Mirch reminded all of us that we have almost \$21,000 in assets in the south alone. We need to decide what and who will pay for various issues. We also need to remember that the magic number is \$25,000. At that point we go into a new tax bracket, we would have to declare ourselves as a non-profit agency, would have to submit annual statements. Mary verbalized that we have reached a time where we can pay for things and we need to work that way. We need to operationalize our structure. De we want a task force for this? Do we want to explore these changes? These questions were left open.

6. **Southern Section President's Report:** Judy discussed the following issues:
  - a. Web address: [www.hsaccc.org](http://www.hsaccc.org)  
Web Master e-mail: [web@hsaccc.org](mailto:web@hsaccc.org)  
Send web page and Virtual Health Services input to Alice Dufresne-Reyes at [adufresnereyes@gavilan.cc.ca.us](mailto:adufresnereyes@gavilan.cc.ca.us)  
Send HSACCC Directory input to Ruth Foy at [foys@caltel.com](mailto:foys@caltel.com)  
Submit your health center's URL address to Ruth Foy, don't send college web page.  
Discussion yesterday about changing to high tech including obtaining the handbook, stethoscope, etc off the web page to save on mailing and hard copy costs. Web site is currently accessible to anyone but the ability is there to restrict portions of the site to paid members of the HSACCC. For instance, access to the membership list would be through a password-protected section of the web site.
  - b. Membership: List of paid members handed out. 19 colleges are not listed. Many don't know if the P.O went through. Judy recommended that if you are not on the list, go back to your college and trace the P.O. After November 1<sup>st</sup> your college will be removed from the mailing list if your dues have not been received. Representatives from 13 college members were present, which made a quorum.
  - c. Judy asked for money to pay for her attendance to the Northern meeting later in the month. Her estimated expenses were \$550.00. A straw vote indicated unanimous approval. .  
**MSC (L. Brault/S. Manakas) to pay for Judy's trip to the Northern Section meeting October 24 and 25. Unanimous approval.**

- d. **Leadership conference Report:** Kate Hartzell reported that Susan Quinn, Wende Rehweld, Lori Brault, and herself will present at the Community College League in November. Their proposal will be “What can you get for 80 cents a week”. See minutes from spring meeting Pg. 2, #8 for history behind presentation. CEOs, CFOs, Board members, etc will attend conference.
7. **Northern President’s Report:** Kate Hartzell stated no meeting yet, scheduled for October 24<sup>th</sup> and 25<sup>th</sup>. Region 4 sponsored smoking cessation training that was well received. They also held a region meeting. Region 4 is handling the web page.
8. **Discussion about Psychological Consortium:** Mary Mirch brought up the topic of Rich Byer and the Psychological Consortium, stemming from a phone call she had with him. Rich felt the consortium and HSACCC could work together on BOG problems. Mary updated him on our history of HSACCCs involvement in the struggle to regain losses from BOG waivers. He was unaware of our history and Mary told him that he had a poor reputation with HSACCC because in his promotion of the Psychological Consortium he does not acknowledge the psych services that are already provided in many of our health centers and informed him that he leaves the impression of desiring a portion of the health services budget for a separate psychological services entity. Rich claimed total misunderstanding. Mary encouraged us to make it known that health services do provide psych services, on many different levels and models and that it is covered in Title V. Rich comes from Pasadena City where psych services is completely separate from the Health Center but the health fee pays for 90% of his salary. Sandy Samples added to the discussion a history of the issue. She dealt with Rich several years ago and at that time advised him to align himself with the HSACCC but he declined and she feels they want their own show, own director, own facility, own budget, etc. The Consortium is extremely active politically, on all agendas and in Sacramento. They presented in Sacramento and, at the time, Mary Gill was in charge of Student Services and they never bothered to speak with her. Mary Mirch reiterated that our power is we already provide psych services. Susan Broderick felt that Rich is promoting his agenda, not the consortiums. Mary Mirch agreed and feels we should all join the consortium and sway the masses to believe that psych services should be under health services. Kate Hartzell is concerned with two things, first the consortium’s statement of PhDs only, providing care; second their proposal that it be under the psych dept. in academics, not student services.
9. **Treasurer’s Report: Anza Smith:** Checking Account ending balance: \$5,894.97; Bank of America CD balance of \$5,451.12 and First Federal Credit Union CD balance of \$10,395.83 for a total assets at \$21,748.20.

**MSC (L. Brault/C. Hogstead): to accept treasurer's report as submitted.**

Discussion ensued as to maturity dates of both CDs. Question arose whether one of the CDs should be closed and added to the checking account to pay for the upcoming state meeting. Both CDs will roll over by November 1, 2002.

**MSC (C. Hogstedt/J. Buczko) To roll over First Fed. CD when it matures on 10/13/02 and to place Bank of America CD into checking account when it matures on 11/1/02. All ayes, no nays.**

10. **By-laws/Standing Rules changes: Chris Hogstedt:** Most of changes are "clean-up", with exception of Article III: Membership. New membership section is the result of the e-mail vote done last spring. Membership will now read as follows:

**Section 1. Classifications**

- A.** Regular Member (Institutional/Individual) – Dues as set by Article IV. Open to health care professional that direct student health services in a California Community College.
    - 1. Shall be entitled to one vote, no institution may cast more than one vote.
  - B.** Associate Member (non-voting) – Dues as set by Article IV. Once the institution is represented, additional health care professionals working in the health services setting may join the organization as associate members.
  - C.** Emeritus (non-voting) – no dues. Granted by the organization upon individual member's retirement.
  - D.** Honorary (non-voting) – no dues. For distinguished contribution to the aims of the organization. Requires appointment by Executive Committee and approval of the membership.
- 
- a. Discussed changing date that dues would be considered delinquent (Article IV, Section "C"), but no change made.
  - b. Throughout By-Laws, the phrase "Regional Coordinators" was changed to "Regional Representatives".
  - c. Article V., Section "C" Section President Elect, #2 "Serves on Section Nominating Committee was eliminated. #3 became #2, #4 became #3, and a new #4 was added that states "Serves as mentor for Regional Representatives."
  - d. Article IX, Section 1. Nominating Committee now reads, "The Nominating committee consists of two to five members appointed by the Section President and her/his appointees and brings nominations to the Section's spring meeting or the State meeting.

- e. Discussion on Standing Rules, two typing corrections. Discussed associate membership dues of \$25.00. Also discussed official notification to HSACCC membership would be through the web site, and not the list-serve. The list-serve could be used for general notification of items added to the web site, i.e. Posting of meeting minutes. Also discussed dating standard rules as they are added.

**MSC (A. Smith/D. Conover) to accept by-law and standing rule changes. Amendment initiated by S. Broderick to alter associate dues from \$25 to \$15. Amended motion moved and seconded by initiators. All ayes, no nays, no abstains.**

**11. HSACCC 2003 State Conference Report – Chris Hogstedt:**

Conference will be held at the Hyatt Newporter in New Port Beach March 5, 6 & 7, 2003. Rate of \$139.00/night will be extended through the weekend. Chris has already sent out RFPs, they are due Oct. 15<sup>th</sup>. She would prefer really good speakers rather than common topics. Let Chris know of any people you can recommend. Region 10 has already sent out vendor letters. If you have any sponsors or sponsor suggestions, get them to Judy Harris. Judy will post vendors she already has. 35 vendor letters have gone out to date. Not sure yet how many vendors we can fit. We will not know until February if we will get a larger room for vendor displays. MedPro will host opening reception. Student Insurance will do lunch on Thursday. Looking for sponsor for tote bags and syllabus. Hospitality is Region 6, Sharon will be setting up. We are hoping to have a dinner cruise on Newport Bay. Straw vote indicated interest. Need to have 30 reservations. Chris's goal is to have the program set by November 1<sup>st</sup>. Registration cost may be a bit more than last year.

**12. MAA Presentation – Rosa De Anda, Leader Services:** Ms. De Anda presented an alternative method of generating income for colleges/districts through Medi-Cal Administrative Activities or MAA. MAA provides a method of federal reimbursement for health related administrative outreach activities currently performed by staff. Payment is based on the cost of time spent performing MAA outreach activities. There are five steps a district/campus must complete to get federal money:

- a. Subcontract with your Local Governmental Agency (LGA) or Local Education Consortium (LEC).
- b. Prepare a Claiming Plan and submit it to the LGA or LEC. The claiming plan identifies activities that can be billed under MAA and staff who are involved in those activities.
- c. Train staff identified in the claiming plan for a time survey.
- d. One month each year staff must complete a time survey. Besides the time-survey, there are no other time-logs required.

e. Fiscal staff prepares quarterly fiscal data for the preparation of a quarterly invoice, which is submitted, to the LGA or LEC. Leader Services gets 10% of whatever reimbursements your institution earns.

**13. Lunch with animals at Moorpark's Exotic Animal program.**

**EXCELLENT!**

**MSC (M. Mirch/S. Broderick) to donate \$100.00 to the exotic animal program (EDAM) at Moorpark. All ayes, no nays. THANK YOU MOORPARK!**

**14. Regional Reports:**

Region 6: Representative had to leave due to birth of new grandchild (congratulations Bev!) But region 6 will be handling hospitality at the state conference. Diane mentioned the possibility that HSACCC could set up a grant program to give money to regions that may have projects.

Region 7: Handling program at conference and assisting with registration.

Region 8: Region 8 held a CSSO meeting. Chris gave a presentation of health services, a mini event that Mary and Lori went to. HSACCC web site was given out.

Region 9: Have not met this year yet.

Region 10: All are stressed out down there, most have moved to a 16-week semester. Have had two meetings, one in June to discuss vendors for conference and TB testing, latent TB treatment, and procedure on 2-step TB testing. If anyone wants a copy, e-mail Judy. August meeting addressed ETOH prevention coalition, core alcohol survey, no information is really out there on community college students. They have implemented a pilot program in San Diego to assess use of alcohol. Only doing in San Diego. CCAP is organization doing the study.

15. Judy Harris, Southern Section President, adjourned the meeting at 2:15.

Respectfully submitted,  
Elizabeth Benne  
Secretary, Southern Section