

HSACCC SOUTHERN SECTION GENERAL MEETING  
Moorpark College  
Friday, October 7, 2005

I. Meeting called to order at 8:40 am by Southern Section President Jo Buczko.

The following were present:

Beth Benne	L.A. Pierce College
Jo Buczko	Pasadena City College
Patty Schuster	Santa Barbara City College
Susan Broderick	Santa Barbara City College
Beverly Kemmerling	College of the Canyons
Debbie Conover	El Camino College
Becky Perelli	West Valley College
Laura Shurtleff	Citrus College
Shauna Gorham Bigby	Citrus College
Diane Glaser	Allan Hancock College
Mary Mirch	Glendale College
Renee Kimberling	Chaffey College
Elaine Tennen	Ventura College
Mary Jones	Oxnard College
Chris Hogstedt	Irvine Valley College
Guillermo Vargas	Grossmont College
Juliette Harrington	Grossmont College
Sharon Manakas	Moorpark College
Beth Hoffman	Santiago Canyon College
Joanne Tyler	Long Beach City College
Alfred Forrest	Rio Hondo College

II. State President's Report, Becky Perelli: See attachment "A", the 2005-2006 goals developed at the Executive Retreat in May 2005. She announced a Special Executive Board meeting that was held on September 9 in Santa Barbara to discuss the reorganization. Recommendations from that meeting will be discussed later.

III. Treasurer's Report, Bev Kemmerling: See attachment "B". She needs direction regarding a CD with Telesis that matures October 31<sup>st</sup>. If nothing is done it will automatically roll over to another 6 month CD, she recommends a 3 month turnover to take advantage of possible higher interest rates. Did well at the annual conference last spring, making about \$3600.00. Funding stabilization activities came no where close to the \$20,000.00 we had projected a year ago. In reality we spent less than \$7,000.00, which has been divided between the North and South. The financial records from the South were sent to Lisa Rassmy to audit 2003-2004 to establish a baseline before reorganization takes place. It should be completed in the next few weeks. When we do blend our IRS status will only be affected if we generate more

than \$25,000.00 net income. Last year the treasurer became the membership chair as well. We may want to consider a membership chair to encourage newcomers to join, get the checks in on time, etc. Now that we are approaching November 1, we have 24 paid members in the South. Each institution gets one regular voting membership; associate memberships are allowed but are non-voting. It is \$75/year for regular membership, \$15 for each associate membership. After November 1 there will be an additional \$25.00 late fee. **MSC (C. Hogstedt/M. Mirch) To keep CD with Telesis and allow treasurer to choose a 3 or 6 month CD at her discretion. All ayes.**

- IV. Secretary's Report, Beth Benne: Need to approve General Meeting Minutes from October 1, 2004 at NOCCD. **MSC (S. Manakas/C. Hogstedt) to approve minutes from October 1, 2004. All ayes.** Also need to approve minutes from Southern Section General Meeting at State Conference on March 3, 2005 the Mission Inn. **MSC (S. Manakas/C. Hogstedt) to approve minutes from March 3, 2005. All ayes.**
- V. AB 982 Update, Jo Buczko: Postponed for greeting from Moorpark President Eva Conrad and Dean of Student Learning Brenda Schubert. Congratulations offered by them both for the passage of AB 982. They asked to stay for our discussion. AB 982 was signed by the Governor on September 22, 2005. Susan Broderick asked to read an informal resolution. See attachment "C". A bit of history on funding stabilization by Mary Mirch. It began in 1997 with AB 549 which went into law January 1998. That was our first attempt at a backfill but at the last minute the 6 million in the bill for a backfill was "bluelined" as the Governor signed the bill. We were left with the unsuccessful LEA billing bill. Per Jo, there are many people to thank and recognize. Especially John Laird, David Vandergriff and Mary Gill. We need to think about whom else needs to be thanked and acknowledged. We will discuss it later in the day. Mary tells us that over 2000 letters from students went to the Governor. The McCallum group said the credit for the passage of this bill should go to our organization. Michael McGee said that the persistence of this organization, over the years, made the difference. He also said that our organization would be a good model to follow to make change happen. There are not enough words for Mary Gill. She has been an amazing mentor, her guidance has been invaluable. Now we are poised for implementation. The Legislative Committee has put together a document, "Guidelines for Implementation" sent out on the list serve in response to a request by the CSSOs. See attachment "D". They are guidelines only; you must do what is correct for your campus. The position of the HSACCC is that all BOGs should pay. Some campuses are differentiating between the BOGs. When the Health Fee was first assessed and the decision to waive the BOGs was made, statewide BOGs only made up 3% of the students. Currently it is up to 42%. To address some of the variables you may face on your campus, see attachment "E", "Implementation Variables". Remember, talk to your

immediate supervisor first, and discuss the environment on your campus. Keep in mind your schedule publication date (per Eva Conrad); information in this document will need to change with implementation. Access and retention are important from the Chancellors office on down. There is more empirical evidence that Health Services promotes enrollment verses causing a drop. For more information about financial aid recipients and eligibility, go to [www.mylifeguides.com](http://www.mylifeguides.com)

- VI. Reorganization: Special Executive Board meeting in September. Discussed transition team idea for the reorganization. Currently we exist under the old system, North and South presidents, State president, two secretaries and two treasurers. We are trying to streamline the organization. It was recommended that we audit the South for 2003-2004 to match the recently completed audit in the North to give us a baseline for joining the treasuries. The audit is in process and should be completed soon per Treasurer's report. The next task is to change the by-laws. Chris will present the by-laws later in the meeting. The ideal goal is to have the by-laws out for 30 day review by early November and vote on them by mid-December. This is not a time for revision, once you receive them you read them and then vote for or against them. After the by-laws are done Diane Glaser will be the Nominating Chair for the new elections. President, President-elect, recording secretary, corresponding secretary, treasurer and two board area representatives who will act as liaisons to the Board for region reps. The slate of officers will be voted on at the State Conference in March, 2006. The effective date of change would be July 1, 2006. The transition period will be from March to July. The following description of terms of officers was discussed at the Executive Board's special meeting in September:
- a. State President; 1 year
  - b. President Elect; 1 year
  - c. Recording Secretary; 2 year term on even years
  - d. Corresponding Secretary; 1 year term first time only then 2 year term, elected odd years
  - e. Treasurer; 1 year term first time only then 2 year term, elected odd years
  - f. Region Rep from Regions 1 – 5, one year term first time then two year term elected odd years.
  - g. Region Rep from Regions 6 – 10, two year term, elected even years
  - h. Past President, not elected, will also Chair Nominating Committee

It is best practices, not regulations, to perform an audit/review every two to three years. The difference between the two is that a Review looks at the books to assure appropriateness of expenditures while an audit is much more detailed and costs much more money.

- VII. By-laws: Current by-laws reviewed with group via an overhead projector. Proposed changes discussed and corrections made as needed. Chris hopes to have the document to the members by the middle of November for review for

voting. Changes will not be made at this time, if you don't agree with the by-laws you need to vote "no". Hope to have voting completed by mid December. We need some expertise on an audit vs. a review. Discussed whether it should specify in the by-laws. An audit will survive IRS scrutiny not certain a review will. We need to know what is considered "good practice" for this type of organization. Discussion ensued. The group liked the term "external financial review" of official books at change of treasurer or at least every two years.

- VIII. List Serve: Discussion regarding list serve usage. There is list serve etiquette on the web site, please refer to that. Cautioned that many people outside the membership have access to the list serve. We have a working distribution list that is isolated to our membership for topics that need to stay within the membership. Discussed the distribution of "list serve etiquette" to the members on an annual basis.
- IX. Annual Conference, Becky Perelli: Conference shaping up. Some of the members may be called to participate on a couple of panels. Early notification has occurred on the list serve as well as in postcards. Last week requests for heart healthy recipes went out, all should be receiving them. Logistics: Dates, March 1, 2, 3, 2006. Wednesday, March 1, is the Executive meeting and evening welcoming reception. Registration fee decreased to \$180 for regular members, \$220 for non members and late registration, students \$135. Room rates at the hotel for singles or doubles, \$149. It will be held at the Hilton San Francisco District on Kerney Street. 35 rooms have been reserved in advance. If you have any vendors that you would like invited to the conference get them to Susan Dontanville in Region 1. Merrilyn Brady is in charge of the hotel The hotel is located at 750 Kerney St., San Francisco, 94108.
- X. Call for Leadership, Jo Buczko: We all need to think about the future, statewide elections will be held during our state conference in March pending by laws ratification. Leadership starts at the region level with region reps keeping in touch with their peers. We need to begin locally, maybe a form of local mentoring. Renee Kimberling agreed to be interim Region Rep for Region 9. There are only three active members in Region 10, Mira Costa, Palomar, and Cuyamaca.
- XI. Retirements: Anza Smith and Sandy Phoenix are two of our members who recently retired. Would like to do something at the annual conference to honor the retirees. Maybe we could begin a more formalized tradition this spring like awarding an emeritus membership to retirees. **MSC (B. Kemmerling/R. Kimberling) that the organization begin a new tradition of honoring retirees annually at the State Conference. All eyes.** Susan Broderick volunteered to create a certificate.

- XII. Recognition Dinner at State Conference: Thus far we have plans to recognize the following people for their assistance with the passage of AB 982: Assemblyman Laird, David Vandergriff, Mary Gill, Dick Robertson, Nancy Knight, Jack Scott, Mark Drummond, Mona Field, Brian Connelly, Ruth Dills, Jamillah Moore and all of the student speakers. The Legislative Committee will be working on the appreciation aspects of the dinner.
- XIII. Local Health Center Issues: Discussed Grossmont College in Region 10.
- XIV. Additional Agenda Items:
- A. Directory, Susan Broderick is having trouble tracking down contact information at colleges that don't have Health Centers. Will be indicating that there is "none" on the directory. She has her own directory form she plans on sending out. Please complete it as directed, even though similar information was collected with membership dues. She will send out the completed directory, including personal information to the Distribution List only. She will not place it on the List Serve. The directory without personal information will be posted on the web site.
- XV. Adjournment: **MSC (S. Broderick/A. Forrest) Meeting adjourned at 1:45 pm.**

Respectfully submitted:

Elizabeth Benne  
Secretary, Southern Section

Attachment A

**May 24, 2005**  
**HSACCC Executive Retreat Goals**  
**For 2005 - 2006**

1. Plan for and implement changes in response to the outcome of AB 982.
  - a. Develop and disseminate position statement and guidelines for implementation of the revised Ed Code 76355 (College Health Fees and Services) **OR**
  - b. Assist and support the membership of HSACCC in transition to reduce/eliminate Student Health Services.
2. Continue to address funding stabilization issues for health services.
  - a. Seek appropriate CCC System and legislative advocacy and resources.
  - b. Investigate and develop a plan for alternative funding.
3. Maintain Health Services active role in the CCC System.
  - a. Continue to provide input to the Consultation Council process for the CCCCCO (California Community College Chancellor's Office).
  - b. Monitor the Chancellors System office and Board of Governors as their efforts impact students and health services.
  - c. Maintain advocacy role in the System as it pertains to Student Health Services.
  - d. Communicate and strategize with other Student Services constituents to address student services concerns.
4. Finalize organizational restructure of HSACCC.
  - a. Ratify changes in by-laws
  - b. Plan for and implement changes in response to new structure.
5. Develop a research plan for data collection that supports HSACCC goals.

## Attachment B

HSACCC Treasury  
Report March 05 - Se

Statewide  
Conference Budget R

Funding Stabilization  
Activity Expenses Sur

## **Resolution of Appreciation**

Whereas the path to fiscal stability for Community College Health Services was a long and winding road and

Whereas the obstacles to finding fiscal stability were numerous and rocky and

Whereas the skill sets required to negotiate through the legislative process had to be learned in addition to the many talents and assets needed in College Health and

Whereas the time was labor intensive above and beyond the infinite hours put in as a full-time College Health Nurse and

Whereas the intensity of the process pulled more energy from your personal lives than you ever knew you had.

Hereby be it resolved that the members of the HSACCC owe eternal gratitude to the Legislative Committee for their dedication, professionalism, and perseverance in finding stability for college health programs to support the success of all California Community College students.

October 7, 2005



# **Health Services Association California Community Colleges Guidelines for Implementing AB 982 Effective on January 1, 2006**

September 23, 2005

The CSSOs have requested that HSACCC create guidelines for implementing AB 982. These were drafted after meeting with a focus group of staff members from Admissions & Records (A & R), Financial Aid, and Cashier's Office from representative districts. Because each campus is different, colleges may need to modify these guidelines based on their unique needs.

## HSACCC Position on Implementation:

The HSACCC Executive Board in our May Retreat and again in September confirmed that our position for AB892 implementation is that all students pay the Health Fee. The three reasons are as follows:

- The \$13-\$14 health fee is modest for the service.  
Students would pay more for one visit to a community clinic or MD.
- CCC Health Services are in dire financial situations. It will take all students paying fees to continue service at levels before the cutbacks.
- Exempting any class of students (eg: BOG A) will put us back in our position of groups growing exponentially and funding suddenly decreasing (small today.... growing every year).

## General Information:

It is recommended that each campus identify a team for planning and implementation.

- Create a simply written educational flyer informing students of changes in the health fee payment.

## Financial Aid Office:

- Send flyer to all students who are currently on financial aid.
- Financial Aid Website can post statement about the health fee payment.
- Students inquiring about financial aid will receive a flyer and verbal reinforcement of the health fee payment.

- All students will receive the flyer when they receive, prepare, or sign forms in the Financial Aid Office.
- All Financial Aid approval letters will include a statement about the health fee payment.
- Add the Health Fee to the list of other fees students may currently deduct from their cash grants/payments.

#### Admissions & Records

- Send the flyer with registration notification as an information item.
- Refer students to Financial Aid for funding support if needed.
- Review system check for "drop for non-payment." Campuses with early semester drops may need to consider delaying drop if the amount is for the \$13 health fee.

#### Cashier/Bursar's/Controller's Office

- Alert staff that once students are informed about the "need to pay," it will considerably increase the number of students who will come in to pay the health fee.

#### Health Services

- Health Services with software programs that identify the status of students paying the health fee can generate a list and work with Financial Aid to notify those students who have not paid.

#### Campus Publications

- Modify any campus publications such as the Catalogue or Class Schedule to reflect the health fee payment.
- If the publications reference "76355" only, then no specific change is necessary.
- Those publications that cite the entire language of Section 76355 (*includes the waiver language*) need review and appropriate editing.
- Post notice in publications that have a section for "Recent Changes on Campus."

Attachment E

**HSACCC Section Meeting  
October 7, 2005**

**AB 982 Implementation Variables-Working Document**

Across the state student health directors are initiating steps towards implementing AB 982. The HSACCC position on AB 982 is that all students pay the health fee. As we know, the directors may have to consider several variables in their discussions with college/district stakeholders responsible for local implementation. Each director must consider her/his own campus and local politics. Know that what may be best for one campus will not work for another. With that in mind, it is recommended that you consider some of the following information as you work towards implementation.

1. Meet with your immediate supervisor to discuss the political climate and devise an action plan.
2. Consider meeting with your Financial Aid Director to verify the information below
3. Investigate the number of students in each of the following categories and determine the fiscal impact on health services. The annual health fee is approximately \$39.00

**BOG A Students: (requires verification)**

- TANF (Temporary Aid to Needy Families)- Welfare to Work Program (includes CalWORKS, GAIN, etc)
- SSI Single
- Dependents of Veterans
- Dependents of law enforcement/fire suppression personnel killed in the line of duty

CalWorks and TANF students may have access to other resources for reimbursement of their health fee.

The SSI Single and Dependents of Veterans may not have resources for a health fee reimbursement. This subset of the BOG A *may* be considered for a waiver.

**BOG B Students:**

- Self identified/ no verification required
- Qualify by completing a BOG application
- These students receive an enrollment and health fee waiver.

**BOG C Students:**

- Awarded Full Financial Aid Package including (Pell, Perkins, CalGrants)

### **Investigate Timeline for Implementation: System Considerations**

- Identify key stakeholders at college/district (CSSO, Health Services, AS Student Representative, Financial Aid, Admissions & Records, MIS, etc.)
- Technology-MIS/IT/IS accommodations for billing
- Staffing – person/time commitment for multi-department changes