

Santa Monica College  
**Collegewide Benefits**  
**Minutes of the Meeting**  
December 14, 2006

Present

Sandi Burnett, Co-Chair  
Jeanette Goolsby  
Marvin Martinez  
Mitra Moassessi  
Hazel Peters  
Anna Rojas

Absent

Pat Brown  
Lenore Banders  
Martin Goldstein  
Mimi Vaval

Assistants

Letty Kilian, Staff Assistant

November 30, 2006 Minutes - The Committee reviewed and made corrections to the Minutes but there was no approval due to lack of quorum. The corrections are as follows.

Reports and Discussions

**Adjunct Faculty Survey**

Approximately 300 adjunct faculty who carry five units qualify for health coverage through Kaiser. Those who do not carry the five units are not eligible for the health care plan. The Committee will request a report on utilization of the Kaiser plan by adjunct faculty. The Committee questioned whether the current Kaiser rates would be affected if the number of qualifying units were reduced from five to three; it seems that this is a faculty negotiation issue and not imposed by Kaiser. It would be up to the faculty bargaining unit to negotiate a reduction from five to three units **which may** allow those who are currently ineligible to qualify for medical coverage.

Reports and Discussion

**Benefits Audit Update** - Co-chair Sandi Burnett provided the Committee with a copy of the Benefits Service Center written summary of the health benefits audit. The Committee co-chairs met with Dr. Tsang on December 8<sup>th</sup> to discuss the next step in the benefits audit process.

- Forty percent of audited employees did not respond
- A letter will be sent to all who did not comply by submitting verification documents
- Some of names on the County data base list are of people who are deceased
- A suggestion was made to forward the final list of non-compliant employees to the unions before any punitive action is undertaken
- The next letter sent to those who have not responded will be assertive in terms of the responsibility to comply with the deadline

- Those who do not comply will receive a phone call followed up by a 7-day notice of termination of health benefits
- The letter will not go out until January 2007
- In addition to the next letter, an email will be sent
- The email will be sent with *Acknowledgement of Receipt* to ensure that it was received
- Additional documents received by BSC, will be forwarded to the District

**Third Party Administration** - No report was available. However, the Benefits Audit process has made a compelling case for the District to have its own database.

**Health Benefits Fair** - The Committee is moving ahead with plans for the Benefits Fair scheduled for March 8, 2007. A letter announcing the Benefits Fair will be mailed after the first of year.

**Adjunct Faculty Survey** - The survey is still in the planning stages; and the subcommittee plans to generate survey questions. John Yoder of Academic Computing will be asked to assist with the technical aspects of placing the survey on-line.

**Leadership Forum (GASB 45)** - An invitation will be sent to the union leaders, Dr. Tsang, Vice President Randy Lawson, professors Gregory Brookins and Ridgway Knight, and Accounting Manager Chris Bonvenuto. Co-chair Sandi Burnett reported that Dr. Tsang's concerns with inviting Board members is that he wants to separate the idea of discussion by the Committee and policy-making by the Board members who may attend if they are invited to the Leadership Forum.

A letter will be sent to CCLC Ray Giles, Geoffrey Kischuk of Total Compensation Systems, and John Fickewirth inviting them to attend the Leadership Forum as panelists.

Agenda for Next Meeting

- Survey of Adjunct Faculty Health Benefit Needs
- Third Party Administration
- Health Benefits Fair
- Benefits Audit Update

Adjournment: 10:25 a.m.

The next meeting of the Collegewide Benefits Committee will be held on Thursday, January 18, 2007 from 9:30 - 11:00 a.m. in the Library Conference Room (2<sup>nd</sup> floor).