

**Mt. San Antonio College  
Insurance Committee  
Group Memory of February 27, 2007**

**Committee Members:**

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|--|--|---|---|
| <input checked="" type="checkbox"/> Jan Freeman        | <input type="checkbox"/> Luisa Howell              | <input checked="" type="checkbox"/> Linda Potter          | <input checked="" type="checkbox"/> Karen Pilling (Guest) |
| <input checked="" type="checkbox"/> Jennifer Galbraith | <input checked="" type="checkbox"/> Jim Jenkins    | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input type="checkbox"/> Jean Pierce (Guest)              |
| <input checked="" type="checkbox"/> Royanne Garrison   | <input checked="" type="checkbox"/> Al Kirchgraber | <input checked="" type="checkbox"/> Carol Nelson (Notes)  |   |
| <input type="checkbox"/> Linda Group                   | <input checked="" type="checkbox"/> Jack Miyamoto  |   |   |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		<b>None required.</b>
<b>2. Agenda Review</b>	Reviewed Agenda.	<b>None.</b>
<b>3. Review Group Memory from December 5, 2007</b>	Memory was reviewed.  <b>Update 4.</b> If the College leaves CalPERS, we would have to wait 5 years to re-enter the program.	<b>None required. Memory will be posted.</b>
<b>4. Employee Benefit Consultant Screening Process</b>	The Committee was given an updated calendar with all of the brokers who responded to the RFP. Karen noted that at the March 13, 2007 meeting, we will make a selection and look at the interview questions. Interviewees will be on the hour and interviews will most likely take the whole day.  A copy of the RFP was given to all committee members. Also distributed was the Proposal Screening form. Karen explained to members the screening process and tools used. The time commitment for screening all of the proposals is 10-15 hours. It was discussed to eliminate the number "2" rating to cause a forced decision and change number "1" to "average, meets expectations". It was requested that a summary sheet be made for committee members to use.	<b>There were no changes to the calendar and timelines.</b>  <b>The decision was made to remove "2". The Proposal Screening form will be e-mailed to all committee members. A summary sheet will be made for committee members to use.</b>  <b>Commitments to review proposals were made by Al Kirchgraber, Linda Potter, Jennifer Galbraith, Jim Jenkins, Jan Freeman, Royanne Garrison, and Jack</b>

	<p>The College received 9 proposals in response to the RFP. There will be 4 copies for members to review. Proposals can be checked out from Karen's office at any time.</p> <p>Mike Gregoryk will not participate in the interviews. He has asked the committee to present the top 3 candidates to him.</p>	<p><b>Miyamoto.</b></p>
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**FUTURE MEETING DATES (1:15 – 3:15 p.m.), Conference Room 4-101**

- March 13, 2007
- April 10, 2007
- May 8, 2007
- June 5, 2007