

ASM Meeting Minutes
Friday, November 4, 2016
1 P.M Board Room

Members Present: Elaine Eldridge, Sheila Grimes, Dawnie Slabaugh, Blaine Smith, Kris Lininger, David Gault, Lori Luddon, Kelly Groppi, Eric Houck, Ryan Galbraith, Maria Ferrasci, Chris Wehman, Ben Harris, Connie Warren.

Guests: Nancy Miller, Theresa Richmond.

1. Approval of Minutes from August 11, 2016 and October 14, 2016
The minutes from the August and October meetings were approved as read (Wehman, Groppi).
2. Holiday Baskets
Eric gave background on the ASM holiday baskets. Jan Keen is retiring and may not be able to assist this year with the baskets. She has been very instrumental in coordinating communication with students. Eric asked that people consider volunteering to help with this if Jan is not able to do so. Boxes are being gathered, shopping will need to be done, we will need donations, and we will need people to wrap and help fill the boxes.
3. FLSA Changes
Theresa Richmond gave an overview on the changes on the Fair Labor Standards Act that will be effective December 1, 2016. Supervisors have been given documents to help them evaluate if any of the current staff qualify for exempt status or if they should be moved to confidential or back into CSEA. Once those are returned to HR by November 10, legal counsel will then review the documents to make sure we have interpreted the criteria correctly. There are specific points that are considered including current salary and specific duties performed. She stressed that nothing would be taken away from any employee's salary if the criteria creates a change in the employee's status.
4. Committee Reports
Kelly discussed Classified Staff Day and indicated that we would need a replacement for Jan Keen on this committee, probably effective in January, 2017.

Elaine has been training on eLumen, which will replace Curricunet. She is very excited about the program and what it will be able to do.

The meeting was adjourned at 1:52 p.m.