

Administrative Support/Management (ASM) Senate

Minutes

April 23, 20129
(2:00pm –3:00pm)

Building #1 – Boardroom
College of the Siskiyous
800 College Ave
Weed, CA 96094

ASM Members

Anderson Moser, Emily
Daffren, Scott
Douglass, Barbara
Eldridge, Elaine
Ferrasci, Maria
Fogerty, Brynn
Freeze, Kim
Galbraith, Ryan
Glenn, Larry
Greenslade, Jeannine
Grimes, Sheila
Groppi, Kelly
Gross, Kent
Harris, Jan
Haugen, Doug
Junpradub, Jonathan
Keen, Angel
Keller, Wayne
Kuhlemann, Anne-Marie
Martel, Cindy
Miller, Nancy
Muelrath, Beverly
Myers, Zach
Rivera, Veronica
Schoffstoll, Tina
Slabaugh, Dawnie
Van Alfen, Christina
Wehman, Chris
Witherell, Meghan
Worthington, Samantha
Wroten, Stephanie

A. Call to Order

2:08 pm

B. Roll Call

2 minutes | Action

The Secretary will take roll. A quorum will be 20% of the ASM Senate membership. No action can be taken without a quorum; however, information items may proceed and are open to the public.

C. Agenda Approval

2 minutes | Action

The ASM Senate will consider any amendments to the agenda. Only changes in the order of the agenda or removal of items from the agenda are allowed. Additions must be in compliance with The Brown Act.

- **First Motion to Approve Agenda – Grimes**
- **Second Motion- Information Not Available.**
- **Motion Passed – Agenda Approved.**

D. Approval of Minutes

2 minutes | Action

The ASM Senate will consider approval of prior minutes

- **First Motion to Approve Minutes – Miller.**
- **Second Motion to Approve Minutes – Schoffstoll.**
- **Motion Passed – Minutes Approved.**

E. Public Comment

This segment of the meeting is reserved for persons desiring to address the College of the Siskiyous ASM Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The ASM Senate may briefly respond to statements made or questions posed, however, for further information, please contact the ASM President for the item of discussion to be placed on a future agenda. (Brown Act §54954.3)

- **Moved On – All Senators.**

F. Unfinished Business

1. ASM Handbook | Wehman Information

2 minutes |

Senators will hear an update from the handbook taskforce

- **Wehman - Will be working with Haugen on it. Worked on something 2-3 years ago. Who was the person?**
- **Fogerty -Target date for completion?**

G. New Business

1. Staff Development Committee | Groppi

3 minutes | Action

Senators will consider approval of \$200 donation to Staff Appreciation Day for the purchases of door prizes

- **Grimes - \$300 classified gave. Same number of folks from last year.**

2. Intuitional Master Plan review | Haugen

7 minutes | Information/Action

Senators will review an make recommendations to the IMP document.

- **Haugen - Copies are given - Asked for feedback from participatory groups. This is our chance to look at as a group.**

- **Douglass-** presented questions about the IMP Document.
- **Slabaugh -** View it and if you have comments, you can make them. What is the goal - Shared governance process. It's how we do things. Not wordy and goal is to be concise. Asking campus wide for input. Typos, improvements need comments for correction. Looking for all input campus wide and sent to board of trustees for approval.
- **Miller -** It is a plan that guides us.
- **Wehman -** Are we doing edits now?
- **Slabaugh -** Group of people who did different sections.
- **Haugen -** April 30 is the deadline for comments. Probably meet again in May.

3. Work related questions from ASM members | Haugen 10 minutes | Information
Senators will discuss what systems in place to address various working conditions questions that arise.

- **Haugen -** Dr. Schoonmaker would like to talk to us about work conditions. Start with your supervisor with issues, Dr. Schoonmaker wants to talk about the pay increase. Not super clear about how we can discuss this. It's appropriate to have separate meetings much like CSEA.
- **Groppi -** Everyone on 5% is going to 3%. How do we get there? Any questions send it to executive and will review with Dr. Schoonmaker.

4. Committee/Council Appointment assignments | Haugen 7 minutes | Information
Senators will review and sign up for vacant positions on committees and councils.

- **Service Recognition Committee-** Who else would like to serve with Groppi? – Slabaugh, Greenslade, and Eldridge.
- **REPORTS:** Wrotten on staff appreciation day.

H. Executive Committee Report 5 minutes | Information
President, Vice President, Secretary, Treasurer, Immediate Past President will each provide a one (1) minute update related to activities for each office.

- **No Reports Given by Executive Committee.**

I. Committee/Council/Senate Reports 20 minutes | Information
ASM Representatives will provide one (1) minute update on activities of each committee, council or senate. Future agenda items may be needed

ASM Committee(s)

Service and Recognition Committee – (?) Groppi (ASM treasurer)

Participatory governance

Board – (1) Haugen

- **Haugen -** Soccer field presentation, but that has changed. Faculty still have members come for public comments. 4 faculty received tenure.

College Council – (2) Wrotten,

- **Wrotten -** Meet 2nd and 4th weds of the month. Increased from 1 hour to 2 1/2 hours possibly.

Integrated Planning and Budget (IPB) – (2) Van Alfen, Rivera

- **Rivera –** How many can we add? AP, VPS, CQIP and Budgets.
- **Van Alfen and Rivera Added to IPB**

Instruction Council – (2) Wehman, Eldridge

- **Wehman -** 2 people want to come off the group Wehman and Eldridge are now off the group. Scott is now in. Still need 1 more person. - APs and VPS and CPS and QPs. People beg for money “In pretty ways”.

Administrative Council - (1)

- **Keller and Rivera** are now added and apart of this council.

Student Services Council – (2) Witherell, Wrotten

- **Clarification Question answered:** Witherell, Wrotten and Haugen are apart of Student Services Council. Van Alfen has been added to the council.
- **Miller -** asking about Basecamp.

- **Haugen – Where is it going to go? Basecamp will have different resources problems next to the academic success center. Free speech port? Faculty wants to speak but not get retribution from it. New TV studio for Wroten?**

Committees/Councils/Senates

Academic Senate - (1)

- **Wroten is a part of this council.**

Classified Senate – (1)

- **Wehman is a part of this council. Haugen will find out the time and information of meetings.**

Curriculum – (1) Eldridge

- **No comments made**

Distance Learning – (?) Kuhlemann

- **Kuhlemann – No more people are needed to be added to this council. Update to language will be made with Rexford, Nathan.**

Diversity Council – (?) Haugen, Maelrath, Wroten

- **Douglass is a part of this council. Update – Review climate survey. That is what folks are working on. Equity people are coming back to campus.**

Foundation – (1) Slabaugh

- **Slabaugh – Slabaugh is secretary so able to have one more ASM person. 3rd Tuesday 5:30pm Alternating Campuses Weed and Yreka. Meeting monthly, scholarship apps received. Receive 35 apps. High school 12 apps. Rest is COS. No applicants from Weed High Schools. Bombarded with Siskiyou Promise app. There can be possible confusion. Alumni Association - Anyone takes a class, can attend May 29th 6pm at pizza factory. Initiative - North State.**

Health Benefits – (?) Wehman, Eldridge

- **Wehman- there is a need for two people. Wehman is healthy. Fidelity - Early May will arrive. Another insurance for bid coming May 14th. Closed sessions. Administration will see what the bid is like and Groppi will be reporting out.**

Safety – (?) Ferrasci, Haugen, Miller

- **Daffren is now a part of this committee.**
- **Haugen - Parking Bill 302, Homeless student parking spots.**

Technology Advisory Committee (TAC) – (?) Keller(Chair), Gross, Harris, Haugen, Kuhlemann, Witherell, Groppi

- **Haugen reports out to the group, Groppi is in the committee and helps in reporting.**

Web Team – (?)Keller, Kuhlemann, Slabaugh

- **No comments made.**

J. Communication from the Floor

This time is reserved for any Senate members to make announcements on items not on the agenda. A time limit of two (2) minutes per speaker shall be observed. No action will be taken and the total time limit for this item shall not be extended.

- **Retirement party May 21st - 7 people retiring, ASC Loft. Classified staff Appreciation day 9am till 3pm. May 31st Continental breakfast, Dr. School, Games and prizes.**

K. Adjournment

- **Motion to Adjourn made by Groppi.**
- **Meeting Adjourn approved and made at 2:59pm.**