

# Administrative Support/Management (ASM) Senate

May 28, 2019

(2:30pm –3:30pm)

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

## - Minutes -

**A. Call to Order**

2:30pm

**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.*

**18 Members present out of 31. Pass 20% for quorum. P within ASM Members box represents those that were PRESENT for the meeting.**

**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.*

**D. Approval of Minutes**

2 minutes | Action

*The ASM Senate will consider approval of prior minutes*

**1<sup>st</sup> Motion – Wroten, 2<sup>nd</sup> Motion – Muelrath, Members voted – Motion Passed to Approve Minutes**

**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)*

**F. Unfinished Business**

1. ASM Handbook | Wehman & Fogarty 1 minutes | Information  
*Senators will hear an update from the handbook taskforce*
2. Committee/Council Appointment assignments | Haugen 5 minutes | Information  
*Senators will review and sign up for vacant positions on committees and councils.*

**IPB – Rivera and Van Alfen are added to the governance IPB group.**

**G. New Business**

1. 360 Evaluation | Groppi 3 minutes | Information  
*Senators will review the process for the 360 employee evaluation process underway.*

**Groppi – Evaluations have gone out. Self-evaluations will come later.**  
**Schoffstoll - You will not see peer evaluations, only supervisors will see them.**

2. Benefits Committee update | Wehman 10 minutes | Information  
*Senators will review information provided by representative on the health benefits committee.*

**Wehman – Out of pocket max has gone down. Use to be triple. Dermatology has been added.**  
**Emergency Room could have been solved, they will charge \$175. Complaint to CVT**  
**Representatives can perhaps fight the cost.**

3. Future meetings | Haugen 2 minutes | Action  
*Senators will consider approval of the future meeting dates:*  
June 19, 2019      August 21, 2019      October 23, 2019      December, 18, 2019

<u>ASM Members</u>	
<b>P</b>	1. Anderson Moser, Emily
<b>P</b>	2. Daffren, Scott
<b>P</b>	3. Douglass, Barbara
	4. Eldridge, Elaine
<b>P</b>	5. Ferrasci, Maria
<b>P</b>	6. Fogerty, Brynn
	7. Freeze, Kim
	8. Galbraith, Ryan
	9. Glenn, Larry
	10. Greenslade, Jeannine
<b>P</b>	11. Grimes, Sheila
<b>P</b>	12. Groppi, Kelly
	13. Gross, Kent
	14. Harris, Jan
<b>P</b>	15. Haugen, Doug
<b>P</b>	16. Junpradub, Jonathan
	17. Keen, Angel
	18. Keller, Wayne
<b>P</b>	19. Kuhlemann, Anne-Marie
	20. Martel, Cindy
<b>P</b>	21. Miller, Nancy
<b>P</b>	22. Muelrath, Beverly
<b>P</b>	23. Myers, Zach
<b>P</b>	24. Rivera, Veronica
<b>P</b>	25. Schoffstoll, Tina
	26. Slabaugh, Dawnie
<b>P</b>	27. Van Alfen, Christina
<b>P</b>	28. Wehman, Chris
	29. Witherell, Meghan
	30. Worthington, Samantha
<b>P</b>	31. Wroten, Stephanie

**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.*

**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** – Slabaugh, Greenslade, Eldridge, Groppi (ASM treasurer)

Participatory governance

**Board** – (1) Haugen

**College Council** – (2) Wroten, Wehman

**Integrated Planning and Budget (IPB)** – (2) Keller, Rivera, **Update: Van Alfen is now also added to IPB.**

**Instruction Council** – (2) Daffren,

**Administrative Council** - (1) Rivera

**Student Services Council** – (2) Wroten, Van Alfen

Committees/Councils/Senates

**Academic Senate** - (1) Wroten

**Classified Senate** – (1) Wehman

**Curriculum** – (1) Eldridge

**Distance Learning** – (1) Kuhlemann

**Diversity Council** – (unlimited) Muelrath, Wroten, Douglass

**Foundation** – (1)

**Health Benefits** – (2) Wehman, Eldridge

**Safety** – (1) Meyers

**Technology Advisory Committee (TAC)** – (2) Haugen, Groppi

**Web Team** – (2) Keller, Slabaugh

**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.*

**K. Adjournment**

**Motion to Adjourn made by Van Alfen at 2:54pm. Motion was approved.**