

Administrative Support/Management (ASM) Senate

July 24, 2019

(1:00pm –2:00pm)

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

-Minutes-

- A. Call to Order** **1:03pm**
- 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.
- 10 Members present for initial quorum out of 31. Passes for quorum.**
- 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.
- 1st Motion by Van Alfen, 2nd Motion by Slabaugh. Motion Passes by all.**
- D. Approval of Minutes** 2 minutes | Action
The ASM Senate will consider approval of prior minutes
- 1st Motion by Slabaugh, 2nd Motion by Anderson Moser - Motion Passes by all.**
- 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)
- No Public Comments**
- F. Unfinished Business**
1. Committee/Council Appointment assignments | Haugen 5 minutes | Information
Senators will review and sign up for vacant positions on committees and councils.
- Haugen – Foundations Board, there is still an opening.**
Van Alfen – Added to agenda / IPB for purpose of ASM Meetings
- G. New Business**
1. Benefits Committee update | Groppi 5 minutes | Information
Senators will review information provided by representative on the health benefits committee.
- Groppi – Dental and vision, first part of June it was approved. It was up by \$1. It was a draft, but the final document and changes are going to be sent to ASM soon. Open enrollment (17th -18th estimated dates). Groppi will send out information on the update and health insurance costs/premiums. Groppi is Resource for the district. NOT the representative.**
- Wehman – Open Enrollment is coming in September.**
2. Working Condition communication | Groppi & Haugen 15 minutes | Information
Senators will discuss a process for communicating questions about working conditions.
- Haugen – How do we sort out communication process? That is what this discussion is for such as pay increases, COLA, etc. Not sure if it is appropriate for us to talk about but want to inquire about how this topic can be talked about individually. Communicate here during the ASM meeting but actions will have to be taken place outside. This group is not a part of ASM Senate.**

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

Groppi – Have a subcommittee where another group is speaking to Dr. Schoonmaker. Not fair to have one person be the representative.

Wehman – Asked about clarification on if we are trying to make a subcommittee. The question about consensus and

Van Alfan – Maybe have three people as opposed to just one person?

Miller – After last meeting, Miller sent email to Dr. Schoonmaker about some ideas that came about. Did research on longevity of idea.

Wehman and Greenslade volunteer to be a part of subcommittee. Miller volunteers to be on the list and if she can't be added, it is dependent on HR.

3. ASM Scholarship | Slabaugh 5 minutes | Information
*Senators will review information provided by representative on ~~the health benefits committee~~. – **Correct description should be - Senators will review information provided by representative on scholarships.***

Groppi – ASM Scholarship – Children/Dependent of ASM members Related to you.

Slabaugh – Background on Rose Applewhite Scholarship. ASM would need to go and get approval through business office to get money transferred properly. Rose scholarship doesn't have a procedure Maybe combine two scholarships (Applewhite & ASM Scholarships).

Haugen – discuss at the next meeting about the criteria for Rose Applewhite scholarship and ASM Scholarships.

Miller – Checked ASM Scholarship is \$300.

4. Future meetings | Haugen 2 minutes | Information
*Senators will consider approval of the future meeting dates:
August 21, 2019 October 23, 2019 December, 18, 2019
September 18, 2019 November 20, 2019*

Haugen – If mandatory meeting is overlapping with Aug 21, we will work and tweak around it to avoid campus Orientation Meeting.

- 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

- 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)

- This is the group that decides the money that goes into the ASM. Those that are a part of the committee are members who have contributed to the ASM Treasury/ Account.

- Slabaugh – Let's talk about scholarship dinner and tickets, donations for cake auctions for the next meeting.

Participatory governance

Board – (1) Haugen

Haugen – Read out administrator contracts. Four (4) Vice-Presidents now. Faculty just returned from break so there wasn't a report from faculty.

College Council – (2) Wroten, Wehman

Wehman - Didn't meet this summer

Van Alfan – Campus Climate Survey, has anything happened on that survey?

Muelrath – No updates so far on campus climate survey.

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

Haugen -Rivera emailed that they didn't meet

Instruction Council – (2) Daffren,

General: Daffren has been off this month

Administrative Council - (1) Rivera

Haugen – Rivera stated that they have not meet yet

Student Services Council – (2) Wroten, Van Alfen

Van Alfen - Haven't heard from Student Services Council yet this summer

Committees/Councils/Senates

Academic Senate – (1) Wroten – **General: Not present at meeting**

Classified Senate – (1) Wehman – **Wehman – Missed meeting so no update**

Curriculum – (1) Eldridge – **General: Not present at meeting**

Distance Learning – (1) **Kuhlemann – No Update**

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

Foundation – (1) –

Slabaugh – June there was a meeting – Cradle to Career, approved purchased 3 flag poles on campus.

Health Benefits – (2) Wehman, Eldridge – **No Updates**

Safety – (1) Meyers – **No Updates**

Technology Advisory Committee (TAC) – (2) Haugen, Groppi - **No Updates**

Web Team – (2) Keller, Slabaugh – **No Updates**

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.

- **No Updates**

K. Adjournment

1st Motion made by Van Alfen, 2nd Motion made by Miller. Motion was approved by all. Adjournment at 1:46pm.