

Administrative Support/Management (ASM) Senate

Minutes

October 22, 2019

(1:00pm –2:30pm)

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

RHSI – Room 124
College of the Siskiyous
2001 Campus Drive
Yreka, CA 96097

ASM Members

	Anderson Moser, Emily
	Daffren, Scott
X	Douglass, Barbara
X	Eldridge, Elaine
X	Ferrasci, Maria
X	Fogerty, Brynn
	Galbraith, Ryan
X	Goltz, Debbie
X	Greenslade, Jeannine
X	Groppi, Kelly
X	Gross, Kent
	Harris, Jan
X	Haugen, Doug
X	Junpradub, Jonathan
X	Keen, Angel
	Keller, Wayne
X	Kuhlemann, Anne-Marie
X	Martel, Cindy
X	Miller, Nancy
X	Muelrath, Beverly
	Myers, Zach
X	Rexford, Nathan
X	Rivera, Veronica
	Slabaugh, Dawnie
	Van Alfen, Christina
X	Weatherton, Joe
X	Wehman, Chris
	Witherell, Meghan
	Worthington, Samantha
X	Wroten, Stephanie

A. Call to Order

President Haugen called the meeting to Order at 1:04 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.

20 Senators were present, and quorum is established.

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.

Motion made by Rexford to amend agenda by removing the word dialogue from Section F. As well as passing the Agenda after the changes – Reason is because of working condition statements instead of senate business.

Motion made by Dr, Schoonmaker to change (present TO senators) instead of just the removal of wording.

**Motion Second by Miller for changes and agenda approval.
Motion Passes.**

D. Approval of Minutes

2 minutes | Action

The ASM Senate will consider approval of prior minutes

**Motion made by Groppi. Motion Second by Miller.
Motion Passes.**

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 Made

F. Presentation

15 minutes | Information

Dr. Schoonmaker will present TO and dialogue with Senators about a nine item list he received from ASM employees.

Dr. Schoonmaker: Received list of 9 priorities. Have looked them over and has responses.

Priority #1 Confidential Salary Scale – 3 positions on confidential scale remain at their level, spoke about it in the past and thought that this had been changed. It wasn't changed and adjustments should have happened. The three positions were amended and aligned. Backpay is in the process and underway. July 1st 2018 for those employees would get backpay. A mechanism is being explored in HR to align confidential employees correspond to classified scale or the ASM (3%) scale.

Priority #2 ASM Salary Schedule Transition – Proposal for transition ASM employees for the ASM (5%) salary schedule to ASM (3%) scale.

Response:

2019-2020 - 15 Effective Jan 1st 2020

2020-2021 - 3

2021-2022 - 2

2022-2023 - 2

Normally would be July they would move.

Priority #3 Cost of Living

Response: Faculty received a 3% increase by moving 2 steps (7/1/17). Classified received a 3% increase to base salary (7/1/18). Since 2017 – no adjustment to ASM and to Administration salary schedule, though this is a goal to eventually catch up. There was a deficient to the budget so in good conscious couldn't increase salaries. Salary schedules for exempt employees need to be built when the budget is being built. After the budget is finalized is not the time to raise salary increase proposals. \$300K district deficit budget is real. "We should not build our budget on if come, only on income."

Priority #4

Insurance Stipend

Provide \$50 monthly reimbursement to assist with increase to employee cost shar for insurance.

Response: We can't do it. A good place to talk about this would be with the insurance committee, which looks at insurance plans and rates. Like priority #3 this is a budget issues which must be dealt with during budget building and not after budget finalization.

Priority #5

Flexible Work Schedule

9/80 or 4/10 during academic year. Continue with a summer schedule of 4/10 with Fridays off.

Response: Exempt employees already have the freedom to flex work schedules, in consultation with the supervisor. "Why would you want this schedule which would be more restrictive than the current work schedule."

Priority #6

Longevity Pay

Provide incentive to reward years of service.

Response – Open to considering rewards and recognition for years of service. More inclined to consider combination of major reward at milestone anniversaries (one- time) and annual stipend for longevity ranges.

Priority #7

Vacation Balance Reduction

Lower vacation caps from 320 to 240 hours to aid districts fiscal liability for leave balances and payout employees' overages.

Response - Appreciate the consideration. Not prepared for a payout. Leave is given with intention it will be used. It was increased to recognize a reported unique period of time where work required employees to sacrifice taking leave. Not taking leave is a chronic problem for some employees.

Priority #8 Retirement incentive plan

Offer a retirement incentive plan during the 19-20 year.

Response – College is planned to increase the incentive from 1% to 2% for every full-time equivalent year of service, with the maximum incentive paid remaining at \$40,000. Want to hear today about ASM's reaction to this additional incentive. Need to know by December 16th timeline to budget it.

Priority #9 Telecommuting work opportunity

Allow employees the option of telecommuting.

Response – Not opposed to the idea but concerned about making it available to a broad range of employees. Willing to discuss this more, in terms of a proposed Board Policy and/or Administrative Procedure.

Recommends that we speak about these topics in these meetings because the other entities are represented but ASM is not. Keep it in a domain in a senate, we should have been able to have those conversations. It would still allow us to have that domain. Important to have these conversations. Concerns about bringing up these issues and worrying about the state of our positions.

Dr. Schoonmaker has asked HR to create contracts. In creating it, it would be a sense of security with the district, that we would see ourselves more aligned with others on campus. You would have a date from which you start and till when you would end for that year to year contract. The creation of this is meant to make folks feel more secure in their position.

G. Unfinished Business

1. ASM Scholarship | Groppi 5 minutes | Action
Senators will consider 20-21 ASM scholarship. eligibility criteria.

Comments made by Groppi: \$300 scholarship gave it out last month. Met again, bookstore voucher, tuition, food services, combination or things. Must be full-time employee, etc. terms were created by the committee. Should we have another agenda item to do this again so it can be ready to go out in March?

2. Holiday Food Baskets | Groppi 5 minutes | Action
*Senators will hear from the subcommittee working on holiday baskets
Need donation email out to other groups and employees. We need recipient emails. Suggest \$500 donation from ASM.*

**Motion made by Groppi for \$500 and Second by Eldridge. Sub-committee was also discussed and volunteers to be a part of it are Fogerty, Muelrath, and Groppi.
Motion Passes.**

3. Contributing to Student Events | Wroten 5 minutes | Action
Senators will consider options for funding employee participation in student events.

Comments made by Groppi: We recommend giving \$150 to campus events in which staff go out to and eat.

Comments and question made by Rexford: Foundation would be accountable for the money? Categorical funds being spent on those things.

Motion made by Miller to fund \$150 towards contributing to student events. Motion Second by Goltz.

Motion Passes.

H. New Business

1. Continuous Quality Improvement Plan | Wroten 10 minutes | Action
Senators will review AP 2510 – participatory governance.

Comments made by Haugen: President advisory council

Comments made by Rexford: At least one minimum of a representative present. They would need to follow requirement and defend representation for college council.

Cabinet has been stripped from authority. Viewed to be at will.

Comments made by Haugen: Pg.2 AP Section 4 and 5. Left out students. AP Section 6 Add students.

Comments made by Wroten: Are we supporting this?

Comments made by Rexford: Maybe send feedback to college council.

Comments made by Gross: Agrees that it is difficult to change and to wear both hats. Focused on presenting to the committee, not representing the group.

Comments made by Haugen: Page 3. Constituents. District Attorney office hold accountability, but to be supervised by the board is off putting. Appointing someone to sit or are we recommending people? Check our constitutions instead.

Comments made by Rexford: Talking about appointment as opposed to recommend

Comments made by Haugen: Stripped of their voting rights? Pg. 5 item 5 administrator, whatever review group doesn't sound right?

2. Rewards and Recognition taskforce | Haugen 5 minutes | Action
Senators will identify representatives for a taskforce lead by Human Resources.

Held off for discussion at for next ASM Meeting

3. Incentive Retirement program | Haugen 5 minutes | Information
Senators will have an opportunity to review information presented at the all campus meeting on October 4th about an early retirement program.

Cindy will assist in that committee?

4. ~~Blue Ribbon Cafeteria Committee | Martel~~ ~~5 minutes | Action~~
~~Senators will select an ASM member to participate on the Blue Ribbon Committee.~~

5. Policies & Procedures recommendations | Haugen 10 minutes | Information
Senators will discuss policies and procedures that effect all District employees.

No updates.

6. Future meetings | Haugen 1 minutes | Information
Senators will review future meeting dates:

Dates are approved for: November 20, 2019 December, 18, 2019

I. 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.

J. 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

No updates given due to time restraints

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) Van Alfen, Rivera

Instruction Council – (2) Daffren, Van Alfen

Administrative Council - (1) Rivera

Student Services Council – (2) Wroten, Rexford

Committees/Councils/Senates

Academic Senate - (1) Wroten

Classified Senate – (1) Wehman

Curriculum – (1) Eldridge

Distance Learning – (1) Kuhleemann

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

K. 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.

Comments made by Rexford: Reserved time to reinforce it or discuss the policy about appointment or recommendations portion.

Comments made by Groppi: Two more agenda meetings.

Comments made by Miller Policies and Procedures: Request modification as a group.

Comments made by Rexford: Cquip could be used , but the language is not in the word. 3 out of the 9 points are addressed.

L. Adjournment

**Motion made by Groppi. Motion Second by Rexford.
Motion Passes. Adjournment at 2:33pm.**