

# Administrative Support/Management (ASM) Senate

## Minutes

**February 18, 2020**

(3:00pm –4:00pm)

Building #1 – Boardroom

College of the Siskiyous

800 College Ave

Weed, CA 96094

## ASM Members

P	Anderson Moser, Emily
	Clark, Suzie
	Daffren, Scott
	Donaldson, Matt
P	Douglass, Barbara
	Eldridge, Elaine
	Ferrasci, Maria
	Galbraith, Ryan
	Goltz, Debbie
	Greenslade, Jeannine
P	Groppi, Kelly
	Gross, Kent
P	Haugen, Doug
P	Keen, Angel
P	Kuhlemann, Anne-Marie
	Martel, Cindy
	Miller, Nancy
	Muelrath, Beverly
	Myers, Zach
P	Rexford, Nathan
	Rivera, Veronica
	Slabaugh, Dawnie
P	Van Alfen, Christina
	Weatheron, Joe
P	Wehman, Chris
	Witherell, Meghan
	Worthington, Samantha
	Wroten, Stephanie

- A. Call to Order** 3:04pm
- B. Roll Call** 2 minutes | Action  
*Haugen took roll and with 9 of 28*
- C. Agenda Approval** 2 minutes | Action  
*Approval of the agenda Moved by Van Alfen, seconded by Keen – Ayes all/ Nays 0 motion passed.*
- D. Approval of Minutes** 2 minutes | Action  
*Approval of the Minutes with a corrected date Moved by Groppi, seconded by Moser – Ayes all / Nays 0 – motion passes*
- E. Public Comment**  
*No members of the public attended*
- F. Unfinished Business**
- 1. Policies & Procedures recommendations | Haugen** 5 minutes | Action  
*Recommendation to help develop language for a companion AP to BP 7240 – Confidential Employees, which includes ASM members was Moved by Van Alfen, seconded by Wehman. Ayes – all – Nays 0 – motion approved.*
- G. New Business**
- 1. Cost Containment Ideas | Haugen** 5 minutes | Information  
*Senators were asked to submit budget saving ideas through the Google survey tool online, developed after the 2/11/20 campus wide meeting about general fund budget.*
  - 2. ASM Election | Haugen** 3 minutes | Information  
*Haugen shared that the Nomination for next year’s officers is to take place in April according to the ASM bylaws. Positions with multiple nominees will be voted on during the May meeting.*
  - 3. State of the Campus meeting | Haugen** 5 minutes | Information  
*Senators were able to ask for clarifying questions about the 2/11/20 campus wide meeting*
  - 4. Future meetings | Haugen** 1 minutes | Information  
*Senators will review future meeting dates:  
March, 18, 2020      April, 22, 2020      May, 20, 2020*
- H. Executive Committee Report** 5 minutes | Information  
*President, Vice President, Secretary, Treasurer, and Immediate Past President will each provide a one (1) minute update related to activities for each office.*  
  
*No reports*
- 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  
Haugen reported the Servitas housing update proposed adding 300-400 new bed spaces. Mid term ACCJC report was approved.  
**College Council** – (2) Wroten, Miller  
No report

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

Van Alfen reported several positions were reviewed and a CQIP for a graduation stage was considered. Budget development assumptions for 20-21 were also considered.

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

No report

**Administrative Council** - (1) Rivera

No report

**Student Services Council** – (2) Wroten, Rexford

Rexford reported that BP/AP' were reviewed and that a survey by a company called matrix would be reviewed to survey students about smoking habits.

Committees/Councils/Senates

**Academic Senate** - (1) Wroten

No report

**Classified Senate** – (1) Wehman

No report

**Curriculum** – (1) Eldridge

No report

**Distance Learning** – (1) Kuhlemann

Kuhlemann reported they had updates on current projects.

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

No report

**Foundation** – (1)

No report

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

No report

**Safety** – (1) Meyers

Haugen reported that plastic holders will be used to display safety messages have been purchased and will be installed soon.

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

Director Matt Donaldson shared his philosophy of the TAC committee and requested the purpose of the group be reviewed and updated if necessary.

**Web Team** – (2) (Vacant), Slabaugh

No report

**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.*

Senator Van Alfen reported that IPB will be sending out a draft budget for councils to review on May 8<sup>th</sup> with feedback requested by May 13<sup>th</sup>. ASM should plan a special meeting during this time period to offer feed back to the IPB committee.

**K. Adjournment**

Motion to Adjourn was made by Van Alfen, seconded by Groppi – Aye- all/ Nays 0

Meeting adjourned at 3:45pm