

Administrative Support/Management (ASM) Senate

Minutes
February 18, 2021
 (3:00pm – 4:00pm)

Zoom: Meeting ID
<https://siskiyous-edu.zoom.us/j/94894106448>

A. Call to Order 3:00pm
 Called to order 3:00pm

B. Roll Call 2 minutes | Action
The Secretary will call the 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 comply with The Brown Act.

1st- Rexford moved to approve minutes as presented.
 2nd- Ferrasci seconded the motion.
 Motion passes

D. Approval of Minutes 2 minutes | Action
The ASM Senate will consider approval of prior minutes

No December minutes available

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)

None

F. Unfinished Business
 1. Policies & Procedures recommendations | Rexford 15 minutes | Action
Senators will consider updates to BP 7240 – Confidential Employees.

Motion 1st- Van Alfen moved to take the draft of BP 7240 back to the Cabinet to determine the administration's position.
 2nd- Slabaugh seconded the motion.
 Discussion: Rexford presented the draft AP to the Senate.
 Motion passes

Roll Call ASM Members

X	Anderson Moser, Emily
X	Clark, Suzie
X	Donaldson, Matt
X	Douglass, Barbara
X	Ferrasci, Maria
X	Galbraith, Ryan
	Goltz, Debbie
X	Greenslade, Jeannine
X	Groppi, Kelly
	Gross, Kent
X	Haugen, Doug
X	Kaae, Desiree
X	Keen, Angel
X	Kuhlemann, Anne-Marie
X	Martel, Cindy
X	Matheson, Andrew
X	Michelon, Max
	Miller, Nancy
X	Muelrath, Beverly
	Myers, Zach
X	Rexford, Nathan
	Rivera, Veronica
X	Slabaugh, Dawnie
	Tiscareno, Ryan
X	Toney, Austin
X	Van Alfen, Christina
	Weatherton, Joe
X	Wehman, Chris
X	Weston, Regina
	Witherell, Meghan
	Worthington, Samantha
X	Wroten, Stephanie

Item F Vote

Y	Anderson Moser, Emily
Y	Clark, Suzie
Y	Donaldson, Matt
Y	Douglass, Barbara
Y	Ferrasci, Maria
Y	Galbraith, Ryan

	Goltz, Debbie
Y	Greenslade, Jeannine
Y	Groppi, Kelly
	Gross, Kent
	Haugen, Doug
Y	Kaae, Desiree
Y	Keen, Angel
Y	Kuhlemann, Anne-Marie
Y	Martel, Cindy
Y	Matheson, Andrew
Y	Michelon, Max
	Miller, Nancy
Y	Muelrath, Beverly
	Myers, Zach
Y	Rexford, Nathan
	Rivera, Veronica
Y	Slabaugh, Dawnie
	Tiscareno, Ryan
Y	Toney, Austin
Y	Van Alfen, Christina
	Weatherton, Joe
Y	Wehman, Chris
Y	Weston, Regina
	Witherell, Meghan
	Worthington, Samantha
Y	Wroten, Stephanie

G. New Business

1. Treasurer position vacancy | Haugen 10 minutes | Action
Senators will nominate and select Senate Treasurer for an upcoming vacancy

Nomination for Treasurer to take the position by March 1st. Balance funds and ensure deposit.

1st- Van Alfne nominated Suzie Clark for the position of Treasurer.

2nd- Martel seconded the motion.

Nomination passed.

Item G. vote

Y	Anderson Moser, Emily
O	Clark, Suzie
Y	Donaldson, Matt
Y	Douglass, Barbara
Y	Ferrasci, Maria
Y	Galbraith, Ryan
	Goltz, Debbie
Y	Greenslade, Jeannine
Y	Groppi, Kelly
	Gross, Kent
	Haugen, Doug

Y	Kaae, Desiree
Y	Keen, Angel
Y	Kuhlemann, Anne-Marie
Y	Martel, Cindy
Y	Matheson, Andrew
Y	Michelon, Max
	Miller, Nancy
Y	Muelrath, Beverly
	Myers, Zach
Y	Rexford, Nathan
	Rivera, Veronica
Y	Slabaugh, Dawnie
	Tiscareno, Ryan
Y	Toney, Austin
Y	Van Alfen, Christina
	Weatherton, Joe
Y	Wehman, Chris
Y	Weston, Regina
	Witherell, Meghan
	Worthington, Samantha
Y	Wroten, Stephanie

2. **Equity, Social Justice, Inclusion | Haugen** 5 minutes | Information
Senators will discuss working collectively with the other senates on a District-wide equity, social justice, and inclusion initiative.

Senator Haugen stated that Faculty Senate President Slabbinck reached out to the Senate Presidents to work on a collaborative initiative related to equity, social justice, and inclusion. Haugen will update the Senate with more information at future meetings.

3. **Future meetings | Haugen** 1 minutes | Information
Senators will review future meeting dates:
March 17, 2021 April 21, 2021 May 19, 2021 June 16, 2021
Officer nominations in April

No comments

- 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.

President- no report
Vice-President- no report
Secretary- absent
Treasurer- no report
Past-President- no report

- 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, , Groppi (ASM treasurer)

Eldridge retired and Groppi is retiring. Committee needs additional members. Clark will service on committee in position of Treasurer.

Participatory governance

Board – (1) Haugen

Dr. Perlas is acting President due to ACCJC requirement.
Athletic schedules and academic schedules approved.

College Council – (2) Kaae, Anderson-Moser

Approved international student fee increase
Discussed Governance Handbook

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

Discussed CQIP requests, open positions, and budget timeline.

Instruction Council – (2) Van Alfen, Weston

New Program process, participatory governance policy and enrollment management ideas.

Administrative Council - (1) Rivera

Budget development timeline, IIPP, draft Technology Operation plan presentation.

Student Services Council – (2) Wroten, Rexford

No report

Committees/Councils/Senates

Academic Senate - (1) Wroten

No report

Classified Senate – (1) Wehman

No report

Curriculum – (1)

No report

Enrollment Management – (2) Witherell, Weston

Sent out requests to other councils for brainstorming for actionable recommendations.

Distance Learning – (1) Kuhlemann

Zoom guidelines for faculty, Pronto, and faculty IT requests.

Equity, Social Justice, Inclusion Council – (unlimited) Muelrath, Wroten, Douglass

Focusing on developing a mission and including the rest of the campus.

Foundation – (1)

No report

Health Benefits – (2) Wehman,

Rates come out in May.

Safety – (1) Meyers

No report

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

Put together a committee on how to evaluate accessibility of technology.
CCCCO is looking at possibility developing an ERP system.

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.

Groppi is currently the Chair of Classified Staff Development Committee, but is retiring in March.
Wroten is the only other ASM representative. We need another ASM representative.

K. Adjournment

1st- Van Alfen moved to adjourn.

2nd- Douglass seconded.

Meeting adjourned at 3:51 pm.