

Administrative Support/Management (ASM) Senate

Mintues

November 20, 2019

(2:30pm –4:00pm)

Building #1 – Boardroom

College of the Siskiyous

800 College Ave

Weed, CA 96094

ASM Members

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

- A. Call to Order** 2:30pm
President Haugen called the meeting to order at 2:30pm
- B. Roll Call** 2 minutes | Action
President Haugen took role of the Senate. Fifteen senators were in attendance meeting the quorum requirement.
- C. Agenda Approval** 2 minutes | Action
Approval of the posted agenda was Motioned by Senator Van Alfen, seconded by Senator Rexford. The motion was approved
- D. Approval of Minutes** 2 minutes | Action
Approval of minutes from the October 22, 2019 meeting was Motioned by Senator Wroten and seconded by Senator Groppi. The motion was approved.
- E. Public Comment**
There were no public comments
- F. Unfinished Business**
- 1. ASM Scholarship | Groppi** 5 minutes | Action
Senator Groppi reported they are reviewing the criteria and will bring a draft for approval to the December Senate meeting.
 - 2. Holiday Food Baskets | Groppi** 5 minutes | Action
Senator Groppi reported ASM is expecting 30-40 baskets to be handed out and are seeking volunteers to help wrap and fill the boxes.
- G. New Business**
- 1. Scholarship Donation to COS foundation | Groppi** 10 minutes | Action
Approval of \$150 donation to the COS foundation was Motioned by Senator Van Alfen and Seconded by Senator Wroten. The motion was approved. Treasurer Groppi will disburse the funds.
 - 2. Policies & Procedures recommendations | Haugen** 10 minutes | Action
Senators reviewed BP 7340 on leave. The discussion concluded with no motion and a recommendation to form a sub-committee to review the order of AP/BP's for presentation to the Senate. Senators Haugen, Rexford, Wroten and Groppi were assigned to the sub-committee
 - 3. Senate Representation Request form | Haugen** 5 minutes | Action
Approval of the request form was Motioned by Senator Van Alfen and seconded by Senator Miller. The motion was approved.
 - 4. Future meetings | Haugen** 1 minutes | Information
Senators will review future meeting dates:
December, 17, 2019 January 22, 2020 February 19, 2020
March, 18, 2020 April, 22, 2020 May, 20, 2020
- 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

Senator Junpradub represented ASM at the Board meeting. Faculty members read a statement in support of a student and a faculty Sabbatical presentation was made.

College Council – (2) Wroten, Wehman

A recommendation to have Senator Miller and Senator Wroten represent ASM on College Council was made to support continuity of representation.

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

Instruction Council – (2) Daffren, Van Alfen

Senator Van Alfen reported the council is reviewing BP/AP's and the future academic calendar

Administrative Council - (1) Rivera

Student Services Council – (2) Wroten, Rexford

Senator Rexford reported the council is reviewing BP/AP's and the fee increases for processing international student applications to apply to our college

Committees/Councils/Senates

Academic Senate - (1) Wroten

Senator Wroten reported that the Senate is considering which faculty positions to fill, addressing K-12 enrollment procedure, reviewing student learning outcomes and shared governance AP 2510.

Classified Senate – (1) Wehman

Curriculum – (1) Eldridge

Distance Learning – (1) Kuhlemann

Senator Kuhlemann reported the committee is forming work groups.

Diversity Council – (unlimited) Muelrath, Wroten, Douglass

Senator Wroten and Muelrath reported that the council is meeting with a community organization called FACES to build partnerships.

Foundation – (1)

Health Benefits – (2) Wehman, Eldridge

Safety – (1) Meyers

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

Senator Haugen and Senator Groppi reported that a new technology plan will be developed and that single sign on for employees and students is in the middle of rolling out.

Web Team – (2) Keller, Slabaugh

J. Communication from the Floor

Senator Van Alfen reported that at extended cabinet meeting on November 18th there was a lengthy discussion about how to proceed with the analysis of the Campus Climate Survey.

Senator Rexford reported that the Board of Trustees have a 5% enrollment growth goal, However, 20% growth is needed for fiscal stability. Twenty percent growth is approximately 400 full time enrolled students.

K. Adjournment

The meeting was adjourned at 3:40pm