

## **Administrative Support/Management Group Guidelines**

### *Membership:*

The Administrative Support/Management Group consists of classified managers, administrative support, and technical employees; with the exception of “short term” and “substitute” employees. The composition of the Group’s membership is consistent with Government Code section 3513, and includes campus employees who have supervisory responsibilities, employees who have access to confidential information, and employees who are considered as office/program/department managers.

### *Mission and Role:*

The Administrative Support/Management (AS/M) Group operates as a support, advocacy, and resource network to aid members in effectively carrying out their roles and responsibilities to serve the mission of the college. The AS/M Group:

- Supports the campus community and students
- Advocates for management and administrative support employees, including collective salary and benefit “negotiations”
- Represents non-bargaining unit, non-faculty, and non-administrative employees in the shared governance process
- Acts as a support network for AS/M employees
- Serves as an information dissemination body to management and administrative support staff

### *Dues:*

Dues are voluntary (\$5 to \$10 per month). See Human Resources to arrange automatic deduction through payroll. Only those paying dues will be considered voting members on fiscal decisions regarding the membership’s funds.

### *Officers:*

A President, Vice President, Secretary and Treasurer will be elected to serve for two-year terms.

### *Elections:*

Members will submit nominations for elected positions in March of every other year to begin appointment July 1<sup>st</sup>. Elections will be decided by a majority vote.

### *President’s Responsibilities:*

- Lead the process for selecting representatives to serve on:
  - President’s Advisory Committee (PAC)
  - Board of Trustees
  - Insurance Committee
  - Scholarship Committee
  - Foundation Committee
  - Budget Oversight Committee
  - Other campus committees as needed
- Lead the process for selecting members of subcommittees including:
  - Meet and Confer
  - Web Design
  - Holiday Basket
  - Other subcommittees as needed
- Ensure due process and confidentiality when applicable
- Schedule and conduct monthly meetings during the year
- Keep the group informed of issues affecting campus community
- With Human Resources and a subcommittee of AS/M representatives, develop an annual proposal for salary and benefit negotiations based on member input

- Maintain the records of the group in the form of agendas, minutes, and related attachments. These records will be maintained on the AS/M website and any necessary hard copies will be kept in a binder and passed to the succeeding President. In order to have a permanent record, votes taken by e-mail are to be included in the next minutes as “Action Taken by E-mail since the Last Meeting”.

*Vice President’s Responsibilities:*

- Fulfill all presidential duties if the President is absent or as needed.
- Serve on appointed committees as needed.
- Assign newly hired ASM employees a current ASM employee to serve as a “mentor”.

*Secretary’s Responsibilities:*

- Ensure documentation of group activities and dissemination of minutes from group meetings.
- Serve as the next in line to fulfill duties if the Vice President is unavailable.

*Treasurer’s Responsibilities:*

- Maintain current and accurate financial records and make any necessary payments.

*Vacancy of Officers:*

In the event an officer vacates or resigns from their elected position, the officers will determine the best course of action; however standard practice is as follows:

- If the President vacates or resigns, the Vice President will assume the duties for the remainder of the current term. If the Vice President declines that assignment, the position will be offered to the remaining officers. If no current officer will assume the role of President, the ASM group will utilize the established “Elections” guidelines to elect a new President.
- If the Vice President vacates or resigns, the Secretary or Treasurer has the option to assume those duties for the remainder of the term, and the “Elections” guidelines will be followed to elect a replacement for the officer assuming the Vice President role.
- If the Secretary or Treasurer vacates or resigns, the “Elections” guidelines will be followed to elect a replacement.

*Majority Vote:*

A motion and second are required for all action items. A majority vote of those in attendance is required to carry a motion. Should a vote be called by e-mail, a majority vote of the total membership is required. A majority vote of the *voting* (dues-paying) members either in attendance or by e-mail is required for approval of fund disbursement.

*Fund Disbursement:*

The group collectively makes contributions to support campus and community activities as well as other causes include:

- Scholarships (individual)
- COS Scholarships, Inc.
- COS Events
- Community Events
- Individual Student Donation (gift basket)
- Sympathy cards & flowers for ASM members and relatives

*Procedure for Donation Requests:*

Request for donations, other than our standard donation to COS Scholarships, Inc. and the ASM Scholarship, should be made on the appropriate form or via email, and include the following information:

- Member of the group who supports the donation
- Name of organization to which the donation is to be made
- Amount
- Purpose

All disbursements require approval by a majority vote of dues paying members.

All requests should be forwarded to the President to be included on the next agenda. Those items needing to be addressed prior to the next scheduled meeting should be forwarded to the President for an e-mail vote.

*Minimum Balance:*

A minimum balance of \$1000 will be maintained. To change the minimum balance amount, a two-thirds majority vote of dues paying members must occur.