**By-Laws Proposed Changes: Financial Officer and Administration Assistant**

Current by-laws:

472 Section III. **These are the normal duties of the Senate Financial Officer:**

473 To work with the Senate council to establish the agenda for each Senate meeting.

474 To co-author a rough draft of the annual Senate evaluation report and unit plan.

475 To read and uphold the Senate constitution, the Senate bylaws, the current LMC governance

476 model, applicable Brown act rules, and Title V laws and regulations.

477 To maintain and organize the Senate budget.

478 To help faculty applying for Senate funds successfully complete the required paperwork,

479 including submission of leave requests, pay vouchers, etc.

480 To keep track of Senate expenditures and reconcile these with the annual Senate budget.

481 To give a biannual update of the Senate budget, preferably at the beginning of the fall and

482 spring semesters.

483

484 Section IV. **These are the normal duties of the Academic Senate Administrative Assistant:**

485 To attend all Senate Council Meetings where the Senate Agendas are set

486 To record attendance at every Senate meeting

487 To record all Senate meetings and write the Minutes of each meeting

488 To record all Senate votes, including the votes of every individual Senator

489 To copy and distribute the Senate agenda and any ancillary Senate information sheets to all

490 members of the academic Senate in advance of each meeting, according to Brown Act Law.

491 To maintain and organize the records in the Senate office, including minutes, agendas, votes,

492 and official documents distributed during Senate meetings.

493 It is estimated that this position requires a minimum of 12 hours/week

Proposed Changes suggested by the current Academic Senate Council:

Rationalization for the changes: Our current Administrator Assistant has been doing work outside those outlined in our by-laws. We need to update them if the Administration Assistant is to continue their duties. We have also added more duties to the Senate Financial Officer position to offset the reduction in their “normal duties.”

472 Section III. **These are the normal duties of the Senate Financial Officer:**

473 To work with the Senate council to establish the agenda for each Senate meeting.

474 To co-author a rough draft of the annual Senate evaluation report and unit plan.

475 To read and uphold the Senate constitution, the Senate bylaws, the current LMC governance

476 model, applicable Brown act rules, and Title V laws and regulations.

477 To maintain parliamentary duties at all senate meetings which can include: tracking time,

478 maintaining order, and monitoring the chat room for guests or senate officers at Brentwood.

479 To maintain and organize the Senate budget and work with the Administrative Assistant on the budget and spending for senate meetings and professional and pedagogical conferences.

480 To make survey and data requests to the Senior Dean of Planning and Institutional Effectiveness on behalf of the academic senate and senate council.

~~478 To help faculty applying for Senate funds successfully complete the required paperwork,~~

~~479 including submission of leave requests, pay vouchers, etc.~~

~~480 To keep track of Senate expenditures and reconcile these with the annual Senate budget.~~

~~481 To give a biannual update of the Senate budget, preferably at the beginning of the fall and~~

~~482 spring semesters.~~

481 Section IV. **These are the normal duties of the Academic Senate Administrative Assistant:**

482 To attend all Senate Council Meetings where the Senate Agendas are set

483 To record attendance at every Senate meeting

484 To record all Senate meetings and write the Minutes of each meeting

485 To record all Senate votes, including the votes of every individual Senator

486 To copy and distribute the Senate agenda and any ancillary Senate information sheets to all

487 members of the academic Senate in advance of each meeting, according to Brown Act Law.

488 To maintain and organize the records in the Senate office, including minutes, agendas, votes,

489 and official documents distributed during Senate meetings.

490 To help faculty applying for Senate funds successfully complete the required paperwork,

491 including submission of leave requests, pay vouchers, etc.

492 To keep track of Senate expenditures and reconcile these with the annual Senate budget.

493 To give a biannual update of the Senate budget, preferably at the beginning of the fall and

494 spring semesters.

495 It is estimated that this position requires a minimum of 12 hours/week