

Section III. These are the normal duties of the Senate Data Analyst:

- 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 help create Senate Surveys
- 478 To evaluate and display the results of Senate and other faculty surveys
- 479 To retrieve, evaluate and present data requested by the whole Senate or Senate
- subcommittees that is
- 480 necessary for Senate deliberations
- 481 To set up the ballot sites during Senate elections

331 Section IV. The Senate **Data Analyst** shall be paid a stipend each semester, not to exceed
332 **\$1,000.00** per semester.

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