Proposed Amendment to Academic Senate By-Laws: Position Title of Academic Senate “Executive Secretary” to “Documentarian/Treasurer”

(1st Reading at January 22, 2018 Academic Senate meeting)

Proposed Change in Red :

Duties of the ~~Executive Secretary~~ Documentarian/Treasurer:  
The primary function of the ~~Executive Secretary~~ Documentarian/Treasurer is to maintain an ongoing record of discussions and actions of the Executive Committee. In addition, the ~~Executive Secretary~~ Documentarian/Treasurer has the following responsibilities:

* Act as Treasurer for the Academic Senate which means depositing dues, paying bills, balancing the checkbook and reporting to the Executive Committee on the checkbook balance in October and in January
* Maintain (or supervise) as current the Academic Senate’s web page
* Act as Editor of the Academic Senate Newsletter to be published at least quarterly
* Maintain the College Courses Into Disciplines and FSAs Report, update the report annually, and preside over a confirmation of the report by all faculty input and Executive Committee approval every three years. Additionally, provide training for faculty and administration on assigning courses, attend ASCCC plenary sessions on minimum qualifications, and monitor changes and proposed changes to the state minimum qualifications for faculty and administrators.
* Attend State Plenary Sessions

(p. 3-4 of Academic Senate By-Laws, last amended 2016)