WHEREAS: The restructuring of ASUSU in the 2005-06 school year intended to make student government more effective.

WHEREAS: The Academic Senate was separated from Executive Council creating two legislative bodies.

WHEREAS: The Administrative Assistant continued to function under the Executive Council.

WHEREAS: The Academic Senate was left without someone specifically charged to take minutes and prepare agendas.

BE IT THEREFORE RESOLVED: The Administrative Assistant for Executive Council will also function as Administrative Assistant for Academic Senate.

BE IT FURTHER RESOLVED: The Administrative Assistant’s charter will pertain to both the Executive Council and the Academic Senate.

BE IT FURTHER RESOLVED: The stipend to compensate for the additional workload will be decided by ASUSU upon the year budget review.

SPONSOR:
Lindsey Christensen, Business Senator

COSPONSOR:
Policy Paper - ECB 06-XX Administrative Assistant

History:
When ASUSU was restructured in the 2005-2006 academic school year, the Academic Senate was separated from Executive Council. The purpose of the restructure was to make Executive Council and Academic Senate more organized and more efficient but this was not the case for the Academic Senate because it was left without an Administrative Assistant. For a portion of the year, the Academic Senate had a volunteer, non-compensated Administrative Assistant who became preoccupied and disassociated with the Academic Senate. Consequently, the Academic Senate President fulfilled the duties of his office and that of an Administrative Assistant. Due to budgetary constraints from decreased enrollment, ASUSU is not in a financial position to add a new position as an Administrative Assistant for the Academic Senate nor does the workload require a new position.

The Administrative Assistant for Executive Council could provide services to Executive Council and Academic Senate with the addition of a monthly stipend to compensate for the additional hours. An Administrative Assistant serving both bodies will allow increased communication and consistency in meeting minutes, timely agendas and other administrative responsibilities.

The Academic Senate oversees funds for the Academic Opportunity Fund (AOF). When the Academic Senate was awarding funds, they did not have a record of the amount of money previously awarded to gauge the amount of money available for students presenting research at conferences. An additional duty for the Administrative Assistant is keeping track up how much money can still be awarded, how much money was awarded to every recipient if any, the name of the conference and the name of the student. When the Academic Senate meets to review an AOF application, the Administrative Assistant will distribute the updated document about the AOF for the committee to make educated decisions about its disbursement. The document containing information about how AOFs are awarded will be helpful information for the Academic Opportunity Fund Committee to know how and where the money was awarded in the past and to have all pertinent information compiled in one document.

Since the Administrative Assistant will be working closely with the ASUSU President and Academic Senate President, both positions will jointly select the Administrative Assistant.

Strengths:
The bill will provide increased communication between the Academic Senate and Executive Council through the Administrative Assistant by regularly meeting with and interacting with all members. The Academic Senate will have an Administrative Assistant to keep minutes and prepare an agenda in a mannerly time. The history of the Academic Opportunity Fund will be recorded in a single document and available for Academic Opportunity Fund committee to make informed decisions by knowing who has
previously received money from the fund and how much is available. A formal document will have all information about the fund in one location.

**Weaknesses:**

The Administrative Assistant will have more responsibilities which will not enough work to create a new position but enough work that it requires a stipend for the additional duties. Adding a stipend to the Administrative Assistant will result in less money for other areas of ASUSU.