

**PALO ALTO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: A 6.0  
Procedure Title: Taking of Executive Team Minutes & Meeting Notes  
Relevant Board Policy:  
Originating Unit: Office of the President  
Maintenance Unit: Office of the President

I. Purpose: To clarify the format, structure and steps to be followed in the taking of minutes for the Palo Alto College Executive Team.

II. Procedure Statement:

- A. The transcribing of minutes is important in establishing a historical perspective of college processes.
- B. Vice-Presidents' Executive Secretaries and Administrative Assistant to the President will rotate minute-taking duties for the Executive Team meetings.
- C. "To Do" or "Next Steps" items are important and should be bolded in the minutes for easier access to action items (see attached Minutes Template).
- D. Minutes notes should not include editorial comments.
- E. Minutes should be provided to the respective supervisor for review.
- F. Once minutes have been approved by the corresponding supervisor, the note-taker will be responsible for uploading them to the President's SharePoint site: <http://share.alamo.edu/pac/Web%20Pages/PresidentsOffice.aspx>.
- G. The same process will be followed for Deans Division Meetings and Dean's/Chairs/Director Meetings. The corresponding Administrative Secretaries will take the minutes and once they have been approved by the Dean, the meeting notes will be uploaded to the intranet.

Attachments:

Executive Team Minutes Template

Issued: January 31, 2012

Approved: (signed: Ana M. Guzman)  
President

# Meeting Title:

## MINUTES

DATE: \_\_\_\_\_

TIME START: \_\_\_\_\_  
TIME END: \_\_\_\_\_

LOCATION: \_\_\_\_\_

MEETING CALLED BY	
TYPE OF MEETING	
FACILITATOR	
NOTE TAKER	
TIMEKEEPER	
ATTENDEES	

### Agenda topics

ITEM 1:

TOPIC TITLE: \_\_\_\_\_

OWNER: \_\_\_\_\_

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ITEM 2:

TOPIC TITLE: \_\_\_\_\_

OWNER: \_\_\_\_\_

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**ITEM 3:**

**TOPIC TITLE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

<b>DISCUSSION</b>			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**ITEM 4:**

**TOPIC TITLE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

<b>DISCUSSION</b>			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**ITEM 5:**

**TOPIC TITLE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

<b>DISCUSSION</b>			
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

**ITEM 6:**

**TOPIC TITLE: UPDATES**

**OWNER: ALL**

<b>DISCUSSION</b>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	