

Committee Minutes TEMPLATE **DRAFT**

(DATE) 2016, (TIME)

(LOCATION)

**Participants**

|  |  |
| --- | --- |
| **Name** | Present |
| Lori Adrian (Chair) – President | X |
| Roberto Orozco - President, ASG | X |
| Joycelyn Groot – Executive Dean, MECTBD | X |
| Ann Holliday –Academic Senate Representative | X |
| Stephen Barnes– Academic Senate President | X |
| Ross Miyashiro – Vice President, Student Services | X |
| Christine Nguyen – Vice President, Administrative Services | X |
| Vince Rodriguez – Vice President, Instruction | X |
| Kerry Jones – Co-Vice President, Classified Senate | X |
| Kevin Donahue –President, Classified Senate | X |

Guests:

Transcriber: Kathy Surgenor

1. **CALL TO ORDER** 
   1. Roll Call
   2. Welcome:
   3. \*Adoption of Agenda:
   4. \*Approval of Minutes:
2. **SPECIAL REPORTS/UPDATES**

**3. President’s Report**

**4. ACTION ITEMS**

* 1. Follow-Up on Action Items from (meeting date):
  2. Follow-Up on Action Items from:
  3. Follow-Up on Action Items from:

4.3.1

1. **STANDING REPORTS *–* (VP’s/President’s Reports)**

**6. DISCUSSION ITEMS (varies per meeting)**

6.1

6.2

6.3

1. **ANNOUNCEMENTS**
2. **SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN**

**9**. **ADJOURNMENT –** Meeting adjourned at (TIME)

9.1 Items for next meeting:

Documents Distributed: (Optional)



**Next Meeting**: (DATE & LOCATION OF NEXT MEETING)

*\*Attachments provided at meeting*

*\*\*Attachments provided via E-mail*

**OTHER OPTIONAL SUBJECT ITEMS:**

NEW BUSINESS

OLD BUSINESS