

 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):
		1.
	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)**
	1.

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

6.1

6.2

6.3

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

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

9.1 Items for next meeting:

Documents Distributed: (Optional)

1.
2.
3.

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

*\*Attachments provided at meeting*

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

**OTHER OPTIONAL SUBJECT ITEMS:**

NEW BUSINESS

OLD BUSINESS