

# College of the Desert Meeting Minutes Template

As of May 10, 2019

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## 

## How to Use this Template for Meeting Minutes

1. Logos
   1. If you add a second logo, include an alternative text description.
   2. For example, “College of the Desert”, for the COD logo.
   3. Do not include the word logo the words picture, image, etc.
2. Drafts
   1. Do not use watermarks.
   2. Add “Draft of” before “Minutes for…”.
3. Optional Sections
   1. Sections that are not used by a committee may be deleted.
   2. Make sure to delete extra blank lines.
4. Adding text
   1. Replace the text in brackets with the information for the minutes.
   2. It is recommended to type over the information instead of using copy and paste.
   3. For example, replace “[Name of Committee/Task Force]” with “College Planning Council”.
   4. Avoid using additional bold, italics, or all caps within the document.
   5. Underlining is reserved for hyperlinks.
   6. Since this document will also be printed, hyperlinks do not need to be descriptive. For example, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) is acceptable.
5. Lists
   1. Use bulleted list if needed when adding details.
   2. Create new items by typing Enter at the end of a list item.
   3. Delete the entire line to remove an extra item from a list.
   4. Adjust the list item levels by increasing or decreasing the indent or typing Tab after the list item number.
6. Follow-up Items Table cells
   1. When adding text to table cells in Follow-up Items tables, use Normal text.
   2. Create new table rows for multiple items instead of using numbered or bulleted lists within a table cell.
   3. Limit text in a table cell to one paragraph.
   4. Type “None” instead of leaving blank cells.
7. Minutes items and sub-items
   1. To create a new minutes item
      1. Copy the heading level 4, 2.3 Action Item through the entire 2.3 Follow-up Items table.
      2. Paste the content where the new minutes item is needed.
      3. Do not add any blank lines.
      4. Change the numbering to match the sequence.
   2. To create a new minutes sub-item
      1. Copy the heading level 4, 3.1.1 Information/Discussion Item through the entire 3.1.1 Follow-up Items table.
      2. Paste the content where the new minutes sub-item is needed.
      3. Do not add any blank lines.
      4. Change the numbering to match the sequence.
8. Insert page breaks to move text to a new page, Ctrl + Enter.
9. An [Example Committee Minutes](#_Example_Committee) is provided after the template.
   1. Links in the example refer back to relevant sections of these instructions for convenience.
10. Delete the first five pages of instructions and reference information.
11. Delete the [Example Committee Minutes](#_Example_Committee) at the end of this document.

## Template Formatting Reference Information

1. Margins
   1. Top and bottom: 0.5 inch
   2. Left and right: 0.75 inch
2. Document font
   1. Verdana 14 points
      1. Title
   2. Verdana 13 points
      1. Meeting Participants
      2. Meeting Minutes
      3. Numbered Minutes Items
         1. Call to Order/Roll Call, etc.
   3. Verdana 12 points
      1. All other text
3. Document heading structure
   1. Heading level 1
      1. Title and meeting date
      2. Use a vertical tab (Shift + Enter) to move the text “Minutes for…” to a separate line if needed
   2. Heading level 2
      1. Meeting Participants
      2. Meeting Minutes
      3. Next Meeting (optional)
   3. Heading level 3 with special formatting
      1. Members Present
      2. Members not Present
      3. Guests
      4. Recorder
   4. Heading level 3 with number formatting
      1. 1. Call to Order/Roll call, etc.
   5. Heading level 4
      1. Minutes item Details or Discussion
   6. Heading level 5
      1. Minutes item Conclusion (Optional)
      2. Follow-up items in the highlighted tables
   7. The rest of the document is Normal text or items in bulleted lists.
4. Vertical spacing (blank lines)
   1. Most of the document is set to 1.5 line spacing.
   2. Lists of member names are set to 1.15 line spacing.
   3. The details sections are set to 1.15 line spacing with 4 points of paragraph spacing.
   4. Minutes sections and details have 11 points at the beginning of each line as spacing.
   5. Minutes items 4, 5, 6, and Next Meeting have 1.5 line spacing
      1. 4. Good of the Order
      2. 5. Future Agenda Topics
      3. 6. Adjournment
      4. Next Meeting



# [Name of Committee/Task Force]

# Minutes for [Day, Month Date, Year (Friday, April 5, 2019)]

[Time (10:00 am – 12:00 pm)]

[Location (do not use acronyms)]

## **Meeting Participants**

### **Committee Members Present**

[List members in any order used by the Committee, Normal text left indented 0.25 in, paragraph spacing in this section is 1.15 lines]

### **Committee Members Not Present**

[List members in any order used by the Committee, Normal text left indented 0.25 in, paragraph spacing in this section is 1.15 lines]

### **Guest(s) (optional)**

[List members in any order used by the Committee, Normal text left indented 0.25 in, paragraph spacing in this section is 1.15 lines]

### **Recorder**

[Name, Normal text left indented 0.25 in]

## Meeting Minutes

### Call to Order/Roll Call

[Add details using Normal text, text in this section is left indented 0.25 in]

#### 1.1 Public Comments (optional)

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

### Action Items

#### 2.1 Approval of Agenda

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

##### 2.1 Conclusion (optional)

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

| 2.1 Follow-up Items | **2.1 Task of** | **2.1 Due by** |
| --- | --- | --- |
| None | None | None |

#### 2.2 Approval of [date] Minutes

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

##### 2.2 Conclusion (optional)

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

| 2.2 Follow-up Items | **2.2 Task of** | **2.2 Due by** |
| --- | --- | --- |
|  |  |  |

#### 2.3 [Action Item]

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

##### 2.3 Conclusion (optional)

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

| 2.3 Follow-up Items | **2.3 Task of** | **2.3 Due by** |
| --- | --- | --- |
|  |  |  |

### Information/Discussion Items

#### 3.1 [Information/Discussion Item] Discussion

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

##### 3.1 Conclusion (optional)

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

| 3.1 Follow-up Items | **3.1 Task of** | **3.1 Due by** |
| --- | --- | --- |
|  |  |  |

#### 3.1.1 [Information/Discussion Sub-Item] Discussion

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

##### 3.1.1 Conclusion (optional)

[Add details using Normal text, text in this section is left indented 0.25 in] or

* [Add details using a bulleted list, text in this section is left indented 0.25 in.]

| 3.1.1 Follow-up Items | **3.1.1 Task of** | **3.1.1 Due by** |
| --- | --- | --- |
|  |  |  |

### Good of the Order (optional)

* [Topic 1, text is left indented 0.25 in]
* [Topic 2, text is left indented 0.25 in]

### Future Agenda Topics (optional)

* [Topic 1, text is left indented 0.25 in]
* [Topic 2, text is left indented 0.25 in]

### Adjournment

[Add details using Normal text, text in this section is left indented 0.25 in]

## Next Meeting (optional)

[Day, Month Date, Year, Normal text, left indented 0.25 in]

[Time (10:00 am – 12:00 pm), Normal text, left indented 0.25 in]

[Location (do not use acronyms), Normal text, left indented 0.25 in]



# [Example Committee](#AddingText)

# [Draft of](#Drafts) Minutes for Tuesday, May 7, 2019

10:00 am – 11:30 am

Math Science Technology Center – Room 106

## **Meeting Participants**

### **Committee Members Present**

Jane Smith (Chair), John Smith

### **Committee Members Not Present**

Donald Duck

### **Guests**

Mickey Mouse

### **Recorder**

Jane Smith

## Meeting Minutes

### Call to Order/Roll Call

The meeting was called to order at 10:01 am.

#### 1.1 Public Comments

* [There were no public comments.](#Lists)

### Action Items

#### 2.1 Approval of Agenda

* The agenda for May 7 was approved with no changes.

| 2.1 Follow-up Items | **2.1 Task of** | **2.1 Due by** |
| --- | --- | --- |
| [None](#TableCells) | None | None |

#### [2.2 Approval of April 9 Minutes](#PageBreaks)

* Donald Duck was present at the April 9 meeting but the minutes reflect he was not present.

##### 2.2 [Conclusion](#OptionalSections)

* The minutes were approved with the change to members present.

| 2.2 Follow-up Items | **2.2 Task of** | **2.2 Due by** |
| --- | --- | --- |
| Add Donald Duck to Members Present. | Jane Smith | 5/7/2019 |
| [Post approved minutes to the portal.](#TableCells) | Jane Smith | 5/7/2019 |

### Information/Discussion Items

#### 3.1 Update on Revised Role, Deliverables and Membership Discussion - Jane

* Change the role of the committee to match new reporting guidelines.
* [Add the Department Chair to the meeting membership.](#Lists)
* Add an annual report as a deliverable for the committee. The report would be due each March 1.

##### 3.1 Conclusion

* The committee decided to forward all the suggested changes to the College Planning Council for approval.

| 3.1 Follow-up Items | **3.1 Task of** | **3.1 Due by** |
| --- | --- | --- |
| Update Committee role, deliverables and membership. | Jane Smith | 5/31/2019 |

#### [3.2 Reports Discussion](#CreateItem)

* Report 1 and Report 2 were presented.

##### 3.2 Conclusion

* A new Report 3 will be presented at future meetings.

| 3.2 Follow-up Items | **3.2 Task of** | **3.2 Due by** |
| --- | --- | --- |
| Add Report 3 to future agendas | Jane Smith | Ongoing |

#### 

#### [3.2.1 Report 1 Discussion - Jane](#PageBreaks)

* There were several questions about the data in the report.
* John suggested future reports include more source documentation.

| 3.2.1 Follow-up Items | **3.2.1 Task of** | **3.2.1 Due by** |
| --- | --- | --- |
| None | None | None |

#### [3.2.2 Report 2 Discussion - John](#CreateSubItem)

* Jane suggested changing the order of the report to match the order of Report 1.

##### 3.2.2 Conclusion

* Report 2 will be changed to match the format and order of Report 1.

| 3.2.2 Follow-up Items | **3.2.2 Task of** | **3.2.2 Due by** |
| --- | --- | --- |
| Update Report 2 formatting and order. | John Smith | 9/9/2019 |

### Good of the Order

* John Smith made an announcement about an upcoming event.

### Future Agenda Topics

* Report 3
* Annual Report to the College Planning Council

### Adjournment

The meeting was adjourned at 11:28 am.

## Next Meeting

Tuesday, September 9, 2019

10:00 am – 11:30 am

Math Science Technology Center – Room 106

Create a sample Agenda and Minutes with hyperlinks to the instructions

Outreach and Training

Add training to the TLC Calendar one a month over the summer

Limit training for more one-on-one

Short example videos