**Committee Chairs and Minute Takers Task Force Meeting**

March 21, 2013

2:00 p.m., SSV 151

Attendees: Dr. Jackie L. Fisher Sr., Maxine Griffin, Patricia Harris, Deborah Morgan, Crystal Ellis, Maria Clinton, Gloria Kastner, John Vento, Tina McDermott, Stephen Burns,

Rick Shaw, Steve Standerfer, Melissa Juarigue, Nancy Masters, Gloria Kastner, Pat Gordon, Agnes Jose-Eguaras, Kathryn Mitchell, Michelle Lathrop, Fredy Aviles, Linda Harmon, Gloria Mills.

Dr. Fisher started the meeting at 2:00 p.m. Self-introductions were made. Dr. Fisher explained that the purpose of the meeting was to clarify the procedures for posting of committee agendas and minutes on the District website, (internet/intranet) as well as discussing the minimum requirements of committee minutes.

Dr. Fisher stated that as a minimum standard, the minutes should reflect the topic of discussion (generic conversation) and the action required or recommendation. He said that it should not be a detailed record of everything that was said. Committee minutes not subject to the Brown Act are to be posted in the Groups folder in MyAVC once they have been approved. Committee minutes subject to the Brown Act are to be posted on the public internet’s District website after they have been approved. It was discussed at the February College Coordinating Council (CCC) that the college received a legal opinion that the Strategic Planning and Budget Committee (SPBC) was not governed by the Brown Act; therefore minutes should be posted on the “intranet” as opposed to the “internet”.

The following action items were identified:

1. Every committee should identify a “content manager” who is responsible for posting committee information.
2. Every committee should submit an updated list of their committee members to Stephen Burns.
3. President’s office will email the “Minute” template to each committee chair and minute taker from the President’s office.
4. Patricia Harris will forward Tina McDermott the legal opinion on which committees are subject to the Brown Act and must post their agenda and minutes on the public “internet”.
5. Rick Shaw will investigate writing a script that would notify all employees that committee minutes have been posted (or a notice that a group folder had been updated which would alert employees to check the folder on MyAVC-groups if they were interested).
6. It was suggested that a new group be established in MyAVC for this overall task force that has met today.
7. Maria Clinton will discuss in the Strategic Planning and Budget Committee (SPBC) whether the committee’s minutes will be posted on the internet or the intranet. The SPBC sub-committees will follow the same procedures agreed upon for SPBC.
8. Dr. Fisher will make the request at the next College Coordinating Council (CCC) meeting that an ongoing committee dialogue and follow-up continue periodically throughout the year.

Future Items:

1. Dr. Fisher asked that sample minutes be brought to the next meeting in order come to consensus on the minimum standard of recorded committee minutes based on each committee’s needs.

Next Meeting: April 11, 2013 at 2:00 p.m.

Meeting concluded at 2:55 p.m.

Note: Dr. Fisher and Sharon Lowry met after the meeting and decided to inform the CCC committee that the process of maintaining standard procedures for committees including minute taking procedures will fall under the Communication sub group of CCC.