

# Northland Community & Technical College Standard Operating Procedure

SOP Title: Committee Minutes  
 SOP Number: \_\_\_\_\_  
 Division/Dept. President's Office  
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 Date: Revised 12-7-2017

<b>Purpose and Scope:</b>	State the intent, objectives and extent of coverage of the SOP.		
To outline the process for recording and maintaining college committee minutes.			
<b>Procedural Steps &amp; Responsibilities:</b>	Document specific, procedural, consequential, step-by-step instructions. List the titles and departments responsible for specific aspects of the SOP		
<p>1. All committees and workgroups have a designated chair (or co-chairs) and a recorder. (Various committees, work groups, Ad hoc groups are not required to maintain and post meeting minutes.) The requirement for minutes is indicated on the Master Committee Chart.</p> <p>2. Minutes should include the following: Date, time, location of meeting, members present, topics discussed, action items and person(s) responsible for actions.</p> <p>3. The chair may choose the template/format he/she prefers for minutes. Examples of templates are posted in Employee Central.</p> <p>4. The recorder will email draft minutes to committee chair(s) for approval within one week of the meeting, whenever possible, giving chair(s) up to three days to submit changes.</p> <p>5. The recorder makes recommended changes to the minutes, and sends to the committee members, allowing three days to submit changes. The recorder will also submit the minutes via a GroupLink ticket to be posted on the committee page in Employee Central. Attachments to the minutes may also be posted if desired by the chair.</p> <p>6. The recorder will make any edits from members, with approval from the chair(s) if necessary, and repost the minutes, marking them "revised".</p> <p>7. The chair(s) or the recorder may inform employees via email when minutes have been posted (if desired).</p>			
<b>Associated Documents:</b>			
Templates for minutes are found in Employee Central			
<b>Notification List:</b>			
All employees were notified of this procedure on _____			
<b>Revision History:</b>			
Rev	Section/Paragraph	Reason for Change	Date
<u>1</u>			12-14-06
<u>2</u>			12-09-09
<u>3</u>	1, 5, 6	Revised to include GroupLink ticket process for posting on web.	12-07-17