Northland Community & Technical College
Standard Operating Procedure

SOP Title: Committee Minutes  
SOP Number:  
Division/Dept: President's Office  
Author/Title: Julie Fenning  
Date: Revised 12-7-2017

**Purpose and Scope:**
State the intent, objectives and extent of coverage of the SOP.

To outline the process for recording and maintaining college committee minutes.

**Procedural Steps & Responsibilities:**
Document specific, procedural, consequential, step-by-step instructions. List the titles and departments responsible for specific aspects of the SOP

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.

2. Minutes should include the following: Date, time, location of meeting, members present, topics discussed, action items and person(s) responsible for actions.

3. The chair may choose the template/format he/she prefers for minutes. Examples of templates are posted in Employee Central.

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.

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.

6. The recorder will make any edits from members, with approval from the chair(s) if necessary, and repost the minutes, marking them "revised".

7. The chair(s) or the recorder may inform employees via email when minutes have been posted (if desired).

**Associated Documents:**
Templates for minutes are found in Employee Central

**Notification List:**
All employees were notified of this procedure on ________

**Revision History:**
<table>
<thead>
<tr>
<th>Rev</th>
<th>Section/Paragraph</th>
<th>Reason for Change</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>12-14-06</td>
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<tr>
<td>2</td>
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<td>12-09-09</td>
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<tr>
<td>3</td>
<td>1, 5, 6</td>
<td>Revised to include GroupLink ticket process for posting on web.</td>
<td>12-07-17</td>
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