Las Positas College Student Government
Meeting Minutes Instructions

Please note that the following are instructions when creating meeting minutes.

Minutes are a summary of what occurred during a meeting. You are not required to write word for word report of the meeting. You can find many examples of meeting minutes on the LPCSG Agendas & Minutes webpage or by doing an Internet search. The Student Senate for California Community Colleges (SSCCC) has a SSCCC YouTubechannel with a Minutes and Agenda Workshop video which may be helpful.

Minute taking can be a difficult task. Some people have the ability to only refer to notes while others also choose to usemeeting recordings such as Zoom videos and transcripts or digital recorder recordings from in-person meetings.

Be advised that as a minute taker, you may politely ask the person speaking in a meeting to repeat, speak up, or spell theirname if needed. Although, it is suggested that you keep this practice to a minimum. You may also consider the use of name digital or paper tags/plaques/tents. Additionally, please refrain from the use pronouns he/she/him/her and use the person's name "first initial. Last name format" (Example: L. Wiedemeier). There may be exceptions to this rule when thegender of the person speaking is known and titled on their Zoom name.

You are advised to use the corresponding approved meeting agenda to create the meeting minutes. A Word document file of the agenda should have been shared with you prior to the meeting to better prepare you. If you have not received the Word file, you may reach out to the meeting chair, Josué Hernández, ProgramCoordinator of Student Life and Leadership, or Adria Anderson-Kelly, Administrative Assistant for Student Life, to request it. Word documents are less complicated to edit. Additionally, it has been found that attempts to download PDF files and convert them to Word documents may be challenging and cause errors in the document.

An alternative method is to visit the LPCSG or ICC Agendas & Minutes webpage to locate and download the current agenda to work from. However, note that you all agendas and minutes posted on the website will be a PDF file. Below are directions to download a PDF document and convert it into a Word document.
Locate the current agenda to work from.
Download the PDF file onto your desktop or C: Drive of your computer.
Locate the downloaded file on your desktop or C:Drive of your computer **NOT** from the opened Internet tab
Open the file as a WORD document. You may open the file by one of two ways-
From the desktop, hover your mouse over the PDF version of the document. Right click to view option to Open with… Chose WORD
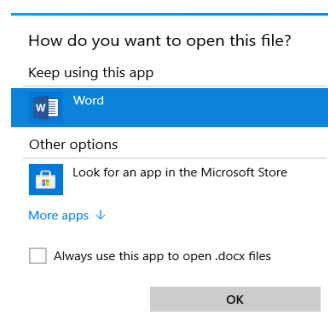
Open the PDF file and Save As Word Document either from the File options or CTRL +Shift + S.
* Many of you may prefer to use Google Docs. You may do so for the purposes of sharing with other members of the LPCSG cohort and editing. However, you **MUST** save the file as a WORD document before emailing the file as an attachment to the Program Coordinator of Student Life and Leadership. WORD documents are required for easier editsand conversion to a PDF file for posting online for the Student Life Office Staff.

Edit the file using the template suggestions below. Note you should review the document line by line to avoid missing areas that need to be revised to reflect the particular meeting minutes you are creating.

Most important items of concern:
- **Remove the Agenda Cover Page** as it is not needed for minutes.
- **Change the Title of the document** should reflect minutes not agenda.
- **Call To Order** should indicate the title and name of the person and time meeting is called to start. (Hour:Minute am/pm)
- **Roll Call** confirm the names and titles of LPCSG Executive Board, Advanced Senators, Senators, and Advisors. *This information will only need to be revised as people are appointed or leave office.* Attendance of the members when taking roll call: P-Present (use parentheses and PP noting time of departure and return if someone steps out of the meeting such as to take a call, etc.), A-Absent You may also use EA for Excused Absence UEA for Unexcused Absence if known, T-Tardy (use parentheses to note arrival time ifsomeone enters the meeting after the start of the meeting) You may also use ET for Excused Tardy or UET for Unexcused Tardy if known. ***Note attendance and voting results.***
- **Quorum** of how many voting members and advisors are present in the meeting.
- **Approval of Agenda** indicate name of person who motions, seconded, and if approved by consensus.
- **Approval of Minutes** indicate name of person who motions, seconded, and if approved by consensus
- **Guest Speaker** indicate title, name, company represented of the person speaking. Summary of the information, message, presentation that was provided. Add and confirm that links to documents, websites, and presentations are accurate and working properly.
- **Public Comment-** There may not be any public comments during a meeting. However, when there are public comments made you should indicate the person's name(s), title, organization the person represents (when applicable), and comment. There should not be a response to comments so there should be no notations as such.
- **Special Orders** Indicate name of person speaking and summary of discussion. Specify if action was recommended including motion, second, and voting results (Roll Call and Aye, Nay, Abstain or total of each voteif roll call not required).
- **Unfinished Business** Indicate name of person speaking and summary of discussion. Specify if action was recommended including motion, second, and voting results (Roll Call and Aye, Nay, Abstain or total of each voteif roll call not required).
- **New Business** Indicate name of person speaking and summary of discussion. Specify if action was recommendedincluding motion, second, and voting results (Roll Call and Aye, Nay, Abstain or total of each vote if roll call wasnot required).
- **Officer Reports** information should match what is provided in the Roll Call section. Summary of information, message, presentation that will be provided. Add and confirm that links to documents, websites, and presentations are accurate and working properly.
- **Announcements** Summary of message provided. Add and confirm that links to documents, websites, and presentations are accurate and working properly.
- **Good of the Order** Summary of discussion and information provided.

- **Adjournment** indicate the title and name of the person and time meeting is called to end. (Hour:Minute am/pm)

Once you have completed your meeting minutes:
1. Double-check the document both using a spelling and grammar check function or software.
2. Proofread your document including double-checking the spelling of names and titles.
3. Check and test that hyperlinks within the document are linked and working correctly.
4. Check formatting.
    a. Fonts style and size should be consistent throughout the document with the exception of Page Headings, Section Headings, and Agenda Item Titles which are typically bold and larger than the body of the document.
    b. Margins alignment.
    c. Table contents aligned to the top and no additional spaces are left between the last line of text and the table line.
5. Save the document as a WORD document. It is suggested that you name the file with the date meetingand title of document. Example: 6.10.2021_LPCSG Student Senate Meeting Minutes.
6. Consider sending your minutes to be proof read by another officer(s). This will help catch possible oversights, errors, or missing agenda items.
7. Submit your meeting minutes as a WORD document file attachment in an email to Josué Hernández, Program Coordinator of Student Life and Leadership. You may choose to Cc Adria Anderson-Kelly, Administrative Assistant for Student Life, and any additional persons who may be affected or interested.

*NOTE:
All agendas and minutes must be reviewed and approved by Josué Hernández, Program Coordinator of Student Life and Leadership, or Shawn Taylor, Director of Student Equity andSuccess, before they will be posted on the LPCSG and ICC Agendas & Minutes webpages. Submit your document(s) within a reasonable amount of time before the Ralph M. Brown Act required 72- hours of the meeting to allow for reviews and edits as needed. (Special meetings require 24- hour notice and are limited to agenda items. Emergency meetings can only be called by an Administrator/Advisor and should not be held unless there are health and safety concerns that require immediate attention.)

Agendas and Minutes cannot be altered once they are posted for public review.