

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: A 13.0
Procedure Title: Council & Committee Minutes
Relevant Board Policy:
Originating Unit: Public Relations Office
Maintenance Unit: Public Relations Office

I. Purpose: This procedure provides direction on placing minutes of official college-wide Councils and Committees on the website.

II. Procedure Statement:

- A. The Chairperson of each College Council or Committee is responsible for securing and posting minutes of every meeting.
- B. The minutes will be recorded and saved in PDF format. The Chairperson is responsible for making sure names are spelled correctly in the minutes and that proper grammar and spelling rules are followed.
- C. The minutes will be posted in the Faculty/Staff area of the website, in the link under Faculty/Staff, Resources, subheading "Faculty/Staff Resources," then "College Council, Committees & Minutes." A member of the committee who is trained as "Point of Contact" (POC) for any area of the College may request access to the web folder containing the minutes (Faculty & Staff/Minutes) and post the approved minutes. If someone trained as a POC is not available, then the Chairperson of the Committee can submit the minutes via the Track-It process and they will be posted by the College Webmaster. The minutes can be viewed by all employees and all students.
- D. If minutes are amended after they are posted, the Chairperson is responsible for uploading the amended minutes using the above process.
- E. Minutes will remain linked through the Council & Committees webpage for at least three years to provide continuity for those serving on Councils or Committees and for those seeking historical information about a Council or Committee.

Date: October 21, 2002

Approved: (signed: Ana M. Guzman)
President

Revised: Oct 29, 2010

Public Relations Office