Council Name
Date
Location
Scheduled Start Time-End Time

Attendees:
- Members present
- Proxies present
- Members excused
- Invited Guests

Call to Order
- The regular (or special meeting if a special meeting was called) meeting was called to order at TIME by Chair/ Name (Or name of person acting in Chair's place)

Approval of Minutes (Before or after Constituent Concerns)

- Note whether approved as read (does not require a vote) or as corrected.

Constituent Concerns
- Name and topic of any constituents using this time.

Chair's Report

Unfinished Business
        Committee Reports
SAMPLE: Xxxxx reported that the Administrator Council has developed a document that asks specific questions of anyone requesting committee or workgroup members. He will share this document with other Council Chairs when it is adopted.

New Business

NAME of made a motion at TIME that the meeting be adjourned. It was seconded and passed with unanimous support (or tally if not unanimous).
****(*If the vote is clear from the attendance, you don't have to put in each name and how they voted. IF there are 4 "for" and 8 " against" you may have to clarify with individual names.*

Meeting Adjourned at X:XXpm

Respectfully submitted by
(Name), College Council Secretary