

Managing the Minutes: Why Less is More

GO! GO!



Presented By:
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and Trustees



COLLEGE
of the DESERT

Agenda:

- Who does Minutes?
- What even are Minutes?
- When are Minutes needed?
- Where are Minutes kept?
- Why are Minutes important?
- How are Minutes written?



Who does Minutes?

It's a clerk! It's a secretary!
No, it's a Superhero!

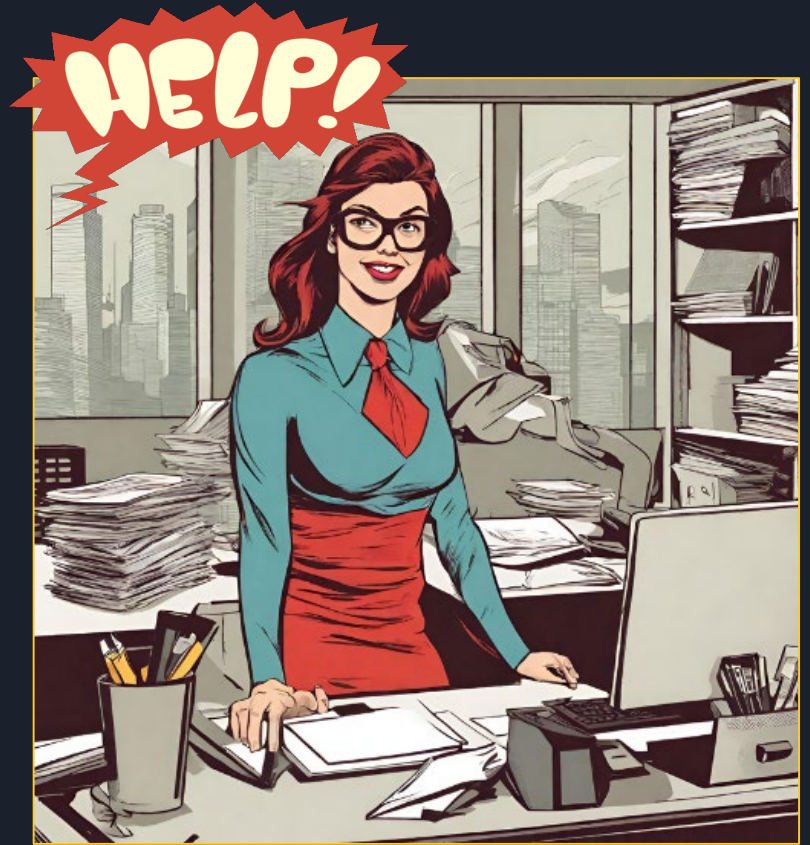


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What even are Minutes?

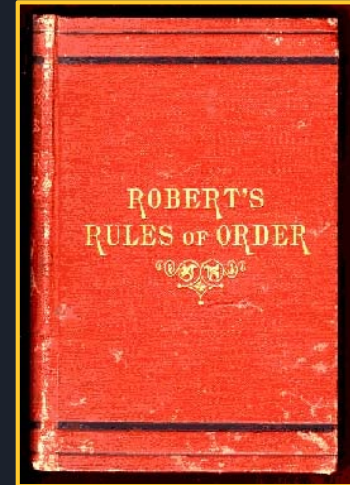
“The written record of meetings...”

[dictionary.law.com](https://www.dictionary.law.com)

Minutes are not legally defined.

- Come from Army Officer Henry M. Robert
- “Robert’s Rules of Order”
- Set of mutually agreed upon rules of conduct based on British Parliamentary Procedure

Local policy trumps RRO.



If you have
a local
policy,
follow it!

Or try to change it...





When are Minutes needed?

Required:

- Mandated

Not-Required:

- Still a good idea

Where are Minutes kept?

Important to keep an accessible archive for reference.

- Digital Software
- Hard Copy
-

Why are Minutes important?

**It's a clerk! It's a secretary!
No, it's a Superhero, again!**

Minutes are used for:

- Audits
- Legal challenges
- Decision-making
- Public access



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How are Minutes written?

Should Include: Meeting Date & Type, Time & Location, Attendance, Action (motions and votes), Discussion*

Do's:

- Use agenda as guide
- Capture action verbatim
- Interrupt if needed
- *Record what was done,
not what was said

Don'ts:

- Be a stenographer
 - Creates Liability
- Overuse adjectives
- Drown in minutiae

4. ORGANIZATION for 2024

Action: 4.01 Chair

Motion to approve Trustee Gonzalez's rotation to Chair.*

Motion by Ruben Perez, second by Bea Gonzalez.

Motion Fails

Yea: Ruben Perez, Bea Gonzalez

Nay: Bonnie Stefan, Joel Kinnamon

Abstain: Isaac Zarco



*Student Trustee vote is advisory only. Student Trustee voted "Aye" but was marked "Abstain" in order to not affect the software-generated result of the vote.

The Parliamentarian explained the process to lead into Nominations and an Election per BP 2210.

Trustee Perez asked why we are deviating from the outlined rotation process? Chair Stefan shared some historical context related to BP 2210 and the rotation process. Board legal counsel provided additional context and the reason a vote is required under Education Code. Trustee Gonzalez expressed concern regarding the results of the rotation process for Chair. Trustee Oden added comments.

Motion to open nominations for Chair.

Motion by Bonnie Stefan, second by Joel Kinnamon.

Motion Carries

Yea: Bonnie Stefan, Joel Kinnamon, Ron Oden, Isaac Zarco

Nay: Ruben Perez, Bea Gonzalez



Excerpt from December 2023 College of the Desert Board Meeting.

Any Quessins?

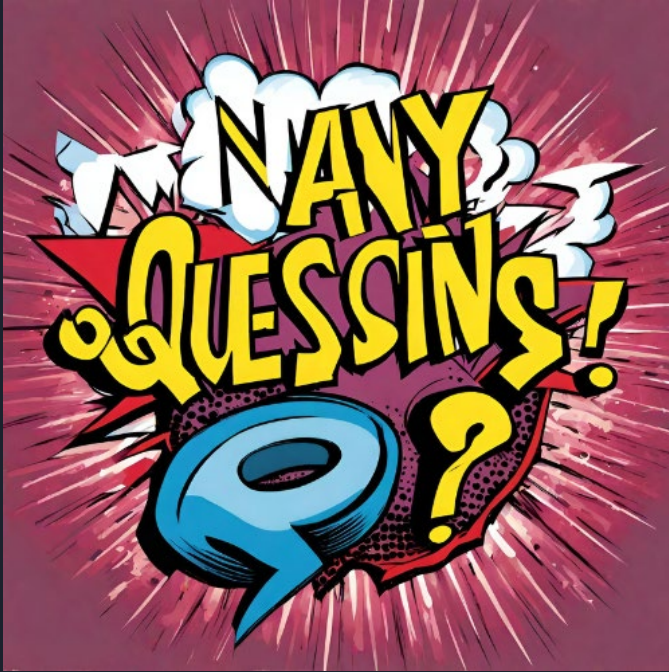


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