NOTE TAKER TIMELINE: WITH SEPTEMBER AS EXAMPLE

MEETING: WEDNESDAY, SEPTEMBER 19
Take notes during monthly Wednesday meeting. (Advice: use the chair’s agenda as a template.)

DRAFT: MONDAY, SEPTEMBER 24
By the Monday following a Wednesday meeting, post a draft on the private council webpage for the council to view. (Please see the General Guidelines below for suggestions on how to edit the meeting notes toward a draft.)

REVIEW: MONDAY, SEPTEMBER 24 – FRIDAY, SEPTEMBER 28
Notify the council (and possibly, guest, see below) that the draft is posted and ready for review; direct council members to review minutes via the council listserv so that a full discussion can occur. Review remains open until that Friday. (Council members: be mindful of unanswered questions or contradicting suggestions.)

Incorporating changes: It is up to the note taker whether or not they wish to incorporate changes as they arrive or after the review period has ended. If incorporating changes as they arrive, however, please use a separate Word/Google Doc document rather than the draft under review via the council’s website; we don’t want council members reviewing multiple editions throughout the review week.

CHANGES: MONDAY, OCTOBER 1 – TUESDAY, OCTOBER 2
Note Taker will incorporate requested changes in the posted draft by the following Tuesday.

FINAL EDITS: WEDNESDAY, OCTOBER 3 – FRIDAY, OCTOBER 5
After edits and comments have been incorporated by the note taker, the Chair emails the council, “If there are no further corrections, the minutes of ______ are approved.” If there are not further edits or comments, the minutes are ready for posting.

POSTING: MONDAY, OCTOBER 8
Notetaker posts notes on Employee Council website.

PAYMENT: MONDAY, OCTOBER 8
Submit special payment request to the chair.
GUESTS
If a guest attends the meeting, please email a Word copy of the draft to the guest on the Monday the draft becomes available online for the council to review. Please send only the portion of minutes involving the guest. The guest should have the same review window as the council, i.e., from Monday to Friday the week after the meeting. (Advice: be firm with the deadline for the guest, following up if necessary. And: Guests’ requested changes overrule members’ changes, should they conflict.)

GENERAL GUIDELINES FOR CREATING A DRAFT:
CARE:
Please do not mention individual staff or administrators by name.

SIMPLECTY:
Please avoid the overuse of bulleted and/or numbered lists, especially lists-within-lists; it can quickly become cumbersome to edit within CMS.

CONCISION:
When editing the notes toward a draft, feel free to omit minor details and comments rooted in speculation or gossip. The draft should capture the overall point of a conversation, rather than a blow-by-blow of every exchange within it.

CLARIFICATION:
Feel free, both in the monthly meeting and during the review, to ask for clarification about points raised. This includes reminding us to resolve an unanswered question or contradicting suggestions. We also appreciate clarifying acronyms when they arise and linking to other council/campus documents when referenced (e.g., the platform, casuals proposal, CPR committee minutes.)