

## MEETING MINUTES

<b>Date of Meeting:</b> (mm/dd/yyyy)	April 9, 2009	<b>Location:</b>	LIB 304
<b>Minutes Prepared By:</b>	Donna L. Griego	<b>Change time to:</b>	

### 1. Purpose of Meeting

Strategic Planning

### 2. Attendance at Meeting (add rows as necessary)

Name	Name	Name	Name
Heather Heersink	Michael Mumper	Erik van de Boogard	
Don Johnston	Mike Nicholson	Diana Wenzel	
Tony Laker	Frank Novotny	Joel Komgut-Guest	
Larry Mortensen	Tracy Rogers	Armando Valdez-Guest	
Ken Marquez	David Svaidl		

### 4. Meeting Notes, Decisions, Issues

Provost Mumper called the meeting to order at 9:08 AM

#### *CABINET MEETING:*

*ASC FY 09-10 Budget Reduction Summary:*

Additional Revenues	1,009,300
State cut	(1,043,076)
	(33,776)

The following items were previously funded by the ASC Foundation. The Foundation is no longer able to support them; therefore, ASC will build them into the 09-10 budget.

Foundation Ag Business Support	(100,000)
Foundation Alumni Scholarships	(12,510)
Foundation Work-study	(65,000)
Foundation Scholarships	(220,000)
Foundation Admissions Travel	(45,000)
Foundation Marketing Scholarships	(35,000)
Foundation A-Stater	-

# Examples Meeting Minutes

**Pierre Bernard**



## **Examples Meeting Minutes:**

Writing Meeting Minutes and Agendas. Taking Notes of Meetings. Sample Minutes and Agendas, Ideas for Formats and Templates. Minute Taking Training Wi Heather Baker, 2010 Writing Meeting Minutes and Agendas is easy to read and has lots of exercises to help you develop your skills It has advice on note taking summarising preparing agendas becoming more confident in your role working with the chair writing skills and listening skills There is a useful list of the order of tasks and a checklist with timings

**The Construction Project** Marilyn Klinger, Marianne Susong, 2006

**Successful Minute Taking - Meeting the Challenge** Heather Baker, 2010 Successful minute taking meeting the challenge I d rather throw myself downstairs That was how I used to feel about minute taking this book is aimed at those among you who feel the same It is aimed at secretaries PAs and administrators and covers the issues that worry them these are based on the things that worried me and the things that have worried my hundreds of delegates on my training courses over the last 10 years This book will give you the knowledge and confidence to be able to prepare for a meeting work with your meeting chair take notes during the meeting and to write your minutes afterwards It has been written by an experienced PA who now trains other people in the skills she has developed The book is laid out in a very easy to read format and gives lots of advice based not only on Heather s experience but also the many people she has trained It has a checklist to help you make sure you remember everything you need to do before during and after the meeting The roles of the chair and yourself are defined There are examples and opportunities to practise your skills About the author Heather Baker Heather had over twenty years experience as a secretary and PA before setting up Baker Thompson Associates Limited in 2000 The company specialises in the training and development of secretarial and administrative staff [www.bakerthompsonassoc.co.uk](http://www.bakerthompsonassoc.co.uk) She now travels all over the UK working with large and small companies to enable their office staff and PAs to work more effectively and efficiently She also delivers courses in the Middle and Far East Heather is a Certified NLP Practitioner She worked for ICI Pharmaceuticals now AstraZeneca and Hewlett Packard she spent 5 years in France working for the Commercial Director of Cognac Hine and then 10 years with Granada Media working up to Personal Assistant to the Managing Director commuting regularly between their offices in Manchester and London Heather conceived the speedwriting system BakerWrite and wrote the text book based on this system see [www.uolearn.com](http://www.uolearn.com) She has trained hundreds of people all over the world in how to take minutes and she has converted her extensive knowledge into this book Heather has been married to Ian since 1979 and they have two daughters Ailsa and Erin This book is dedicated to them with profound thanks for all their support over the years What do people think I had a real phobia about minute taking and was dreading today but you ve really taken away my fear It s all fallen into place Beverley Leeds One of the best facilitators ever quite clearly Heather had an extensive knowledge of the skills needed and she wanted to share best practice Everyone had a part to play and felt confident enough to ask and contribute whatever their level of expertise Heather was very approachable This was excellent and clearly met all

of its objectives The course was well planned and the subject matter presented in a clear logical and interesting way Heather had very good subject knowledge and is a very good trainer She used a number of different teaching methods and was excellent at putting the group at ease everyone joined in Committee servicing and minute taking for Leeds Metropolitan University I m fairly comfortable with taking minutes but find I write a lot of notes in the meeting which probably aren t necessary I ve learnt how to condense effectively Heather was very practical and helpful understood the reality of taking minutes and not just the theory Minute taking for RiverStone Management Limited I enjoyed the course and found it relevant to my needs The trainer was helpful and able to answer questions She obviously enjoys her work and conveys her enthusiasm to delegates I found the course really useful and the style delivery very easy to follow understand Minute taking for Yorkshire Television

**A Guide to Writing for Human Service Professionals** Morley D. Glicken, 2017-08-01 Straightforward and concise the second edition of A Guide to Writing for Human Service Professionals offers students and professionals practical tools to improve their writing In his animated and highly accessible teaching voice Glicken presents the rules of punctuation grammar and APA style in jargon free language that s easy to understand Chapters include detailed real world examples on how to write academic papers client assessments and evaluations business letters research proposals and reports papers for mass audiences requests for funding and much more Glicken provides the most comprehensive writing guide available in an engaging and digestible format including end of chapter exercises that allow readers to further practice their writing and critical thinking skills A Guide to Writing for Human Service Professionals is an invaluable resource for current and future human service professionals across social work psychology and counseling Updates to the Second Edition include New writing exercises in every chapter to help current and future human service professionals improve critical thinking and expository writing skills New discussion on social media writing cyberslang and writing articles for the mass media on issues related to the human services A greater emphasis on the difference between politically correct writing and writing that shows sensitivity to diversity Expanded coverage of critical thinking and writing conducting research and plagiarism New examples of resume writing business letters and reference letters Expanded discussion of the importance of writing clear mission statements and agency goals

**Nonprofit Meetings, Minutes & Records** Anthony Mancuso, 2022-12-27 Board meetings and documentation made easy Good corporate governance and legal record keeping are essential for nonprofits Nonprofit Meetings Minutes Records provides everything you need to hold meetings and properly document actions taken by your board and members The book includes guidance and forms to call notice and hold meetings of directors and members appoint officers and elect directors prepare minutes of meetings take action by written consent set up a corporate records book and more Nonprofit Meetings Minutes Records will help you maintain a legal paper trail that demonstrates effective board oversight to funders the IRS and others Attorney Anthony Mancuso is the author of How to Form a Nonprofit Corporation LLC or Corporation and Incorporate Your Business His books and software have shown over 500 000 businesses

how to incorporate      **Corporate Meetings, Minutes, and Resolutions** Lillian Doris,1929 Containing forms and precedents as well as a commentary upon the legal principles involved in questions requiring corporate action T p

Engineering Design Cory J. Mettler,2023-06-01 Engineering Senior Design is perhaps the course that most resembles what an engineering professional will be required to do during their career it is the bridge between the academic classroom and the engineering profession This textbook will support students as they learn to apply their previously developed skills to solve a complex engineering problem during a senior level design course This textbook follows the design life cycle from project initiation to completion and introduces students to many soft engineering skills such as communication scheduling and technical writing in the context of an engineering design Students are instructed how to define an engineering problem with a valid problem statement and requirements document They will conceptualize a complex solution and divide that solution into manageable subsystems More importantly they will be introduced to Project Management techniques that will help students organize workloads develop functional engineering teams and validate solutions all while increasing the likelihood of a successful completion to the project Throughout the experience students are instructed that a well intentioned solution is not particularly useful unless it can be communicated and documented To that end this textbook will help students document their work in a professional manner and to present their ideas to stakeholders in a variety of formal design reviews With the support of this textbook by the end of a student s senior design experience each individual will be ready to communicate with other engineering professionals effectively support engineering design teams and manage complex project to solve the next generation s engineering challenges      Qualitative research applied to Public health: new topics and insight Jose Granero Molina,Maria Dolores Ruiz Fernandez,Isabel Maria Fernandez Medina,Susana Nunez Nagy,Ivan Suazo,2024-02-20 Along with advances in prevention diagnosis treatment and care of diseases major health problems of the 21st century need to incorporate the point of view of those affected Exploring describing and understanding the experiences of patients and populations is key to implementing health programs Advancing public health involves training and involving and empowering vulnerable communities and populations      **Project Manager Competency Development Framework - Third Edition** Project Management Institute,2017-05-01 Building on the framework developed in the previous edition Project Manager Competency Development Framework Third Edition extends the framework both vertically to include program and portfolio managers and horizontally to cover continued development for the roles of project program portfolio managers The Project Manager Competency Development PMCD Framework Third Edition Aligns with the PMP Examination Specification Aligns with the PMBOK Guide Fifth Edition Aligns with The Standard for Program Management Third Edition Aligns with The Standard for Portfolio Management Third Edition Builds upon the framework from the second edition knowledge performance and personal competencies in particular the personal competencies Provides examples of evidence required to demonstrate competence Recognizes and addresses the need for career development along a continuum of

expertise and experience The PMCD Framework is designed so all participants in the project management process are able to assess their current level of project program portfolio management competence **Mastering the Art of Minute Taking**

Pasquale De Marco, 2025-07-26 In today's fast paced business world effective communication and accurate documentation are paramount to organizational success Mastering the Art of Minute Taking provides an invaluable guide for professionals seeking to excel in this crucial role This comprehensive book offers a thorough exploration of the significance of minute taking emphasizing its role in promoting transparency accountability and decision making Aspiring and experienced minute takers alike will gain insights into the essential qualities required for effective minute taking including active listening attention to detail and objectivity Mastering the Art of Minute Taking delves into the intricacies of preparing for productive meetings guiding readers through the process of setting clear agendas selecting appropriate participants and creating a conducive environment The book also addresses the challenges of handling difficult situations such as managing conflicts addressing disruptions and maintaining confidentiality The art of capturing the essence of discussions is meticulously explained with practical techniques for note taking differentiating key points from supporting details and identifying action items and responsibilities Readers will learn how to structure and organize meeting minutes effectively ensuring clarity accuracy and completeness Enhancing minute taking skills is a key focus of this book with guidance on mastering parliamentary procedure utilizing technology and improving memory and recall abilities Effective communication is also emphasized covering the use of clear and concise language avoiding jargon and maintaining a professional tone Mastering the Art of Minute Taking also explores the legal and ethical considerations associated with minute taking ensuring that readers understand their responsibilities and obligations The book concludes with a look into the future of minute taking discussing technological advancements and emerging trends that are shaping this essential practice Empower yourself with the knowledge and skills to excel as a minute taker Mastering the Art of Minute Taking is an indispensable resource for anyone seeking to elevate their professional abilities and contribute to the success of their organization If you like this book write a review

*New Zealand and the Vietnam War* Roberto Rabel, 2013-11-01 Starting with the first Indochina War in the 1950s this historical analysis covers the story of New Zealand's relations with Vietnam up to the end of the Vietnam War in the 1970s Exploring the diplomatic history of the engagement which is not well known or understood and showing that New Zealand officials and politicians in fact entered the war with extreme reluctance this describes how the dispatch of troops to Vietnam divided the country enraged a generation and forced the government to publicly defend its policy Readers quickly discover that the fallout from the Vietnam conflict still affects New Zealand's position today from its well known antinuclear stance to its position over the recent Iraq conflict **Leadership for Culturally and Linguistically Responsive Schools**

Martin Scanlan, Francesca A. López, 2014-11-13 Leadership for Culturally and Linguistically Responsive Schools explores how schools can cultivate students linguistic and cultural proficiencies provide students with a rich and challenging learning

environment and ensure that students are socioculturally integrated. Containing special features such as Storyboxes to detail specific cases of how school leaders put theory into practice and integrated exercises to provide launching points for critical dialogue and help readers make connections to their own contexts, this book brings together research from the field of bilingual education and school improvement to provide a strong theoretical and research framework as well as best practices for supporting all students. Authors Scanlan and Lopez provide aspiring and practicing leaders the guidance to lead, organize and support their schools to effectively serve linguistically and culturally diverse students. A Companion Website includes exercises from the book available for download and modification and a blog focused on emerging research and effective practices.

**The IT Service Part 2 - The Handbook** Pierre Bernard, 1970-01-01. Since the early 2000s, numerous external scenarios and drivers have added significant pressures upon the IT organisations. Among many, these include Regulatory compliance, data privacy requirements and corporate scandals, which have focused a requirement for transparency with high impact on IT organisations. Economic pressures require IT organisations to more closely align with business imperatives. The outcome has been an explosion of standards and frameworks, each designed to support the IT organisation as it demonstrates to the world that they are the rock of an organisation: strong, reliable, effective and efficient. Most of these standards and frameworks have great elements, but no organisation can adopt them all, and many were created without sufficient considerations for interoperability. The IT Service in 2 parts looks at the key and very simple goals of an IT organisation and clearly and succinctly presents to the reader the best rock-solid elements in the industry. It then shows how all the key elements can easily crystallise together with great templates and check lists. In Part 1, another book, the reader is presented with the simple objectives that the IT department really must address. In Part 2, this book, the reader gains expert advice on how the components of IT Service are crystallised in a real environment. There is a delightfully simple set of steps: OVERVIEW OF THE SERVICE DESIGN PACKAGE, THE SERVICE STRATEGY, ASPECTS OF SERVICE DESIGN, OUTPUTS OF THE SERVICE DESIGN PHASE, OUTPUTS OF THE SERVICE TRANSITION PHASE, OUTPUTS OF THE SERVICE OPERATION PHASE. Within these, the Author gives a very simple set of templates or tells you where they are to be found, practical guidance and very simple checklists. It is up to the reader how far you develop each stage; a lot depends on the nature of your business, of course. The joy of this approach is that the reader knows that all basic components are identified and that more extensive resources are referred to if the reader wishes to extend.

**Before Official Multiculturalism** Franca Iacovetta, 2022-11-01. For almost two decades before Canada officially adopted multiculturalism in 1971, a large network of women and their allies in Toronto were promoting pluralism as a city and nation building project. Before Official Multiculturalism assesses women as liberal pluralist advocates and activists critically examining the key roles they played as community organizers, frontline social workers and promoters of ethnic festivals. The book explores women's community-based activism in support of a liberal pluralist vision of multiculturalism through an analysis of the International Institute of Metropolitan Toronto, a postwar agency that sought to

integrate newcomers into the mainstream and promote cultural diversity Drawing on the rich records of the Institute as well as the massive International Institutes collection in Minnesota the book situates Toronto within its Canadian and North American contexts and addresses the flawed mandate to integrate immigrants and refugees into an increasingly diverse city Before Official Multiculturalism engages with national and international debates to provide a critical analysis of women s pluralism in Canada

*Program Management Complexity* Ginger Levin,J. LeRoy Ward,2016-04-19 Although complexity is a phenomenon that confounds and challenges program managers across industry sectors there is little information available that identifies the set of competencies managers need to complete their program successfully and deliver the benefits desired by stakeholders *Program Management Complexity A Competency Model* fills this

*Business Report Guides* Dorinda Clippinger,2019-01-16 This book includes reports that managers originate often reports they may create occasionally organizational policies procedures and work instructions Inside the reader will discover guides for creating over 20 diverse reports designing report forms planning writing and formatting narrative reports producing digital and print employee manuals and locating the service providers and software that can improve your reports cost effectiveness A crisp writing style bullet points and many authentic examples and visuals convey essential information quickly Each chapter summary includes checklists *Business Report Guides* gives ample information to apply instantly It also works as a handy reference for use throughout your career

**The Project Manager's Communication Toolkit** Shankar Jha,2010-03-26 Addressing the unique difficulties involved in day to day project management communication The Project Manager s Communication Toolkit provides proven methods for creating clear and effective communications including text based plans reports messages and presentations It examines the many tools available and goes beyond traditional coverage to

**Doing Rapid Qualitative Research** Cecilia Vindrola-Padros,2021-08-25 If you are working in a time sensitive context need to deliver research findings so they can be used to inform decisions or are finding it difficult to access research funding for long term qualitative research this book will help you Introducing rapid qualitative research it demonstrates how you can conduct high quality qualitative research within time access and resource constraints The book uses real world examples to illustrate the benefits and challenges of using rapid qualitative research designs Focusing on the when why and how it explains the difference between cutting corners and making quick well informed research choices that support rigorous credible research Key features of the book include discussion questions and exercises for you to reflect on and apply your learning as well as two case study chapters of real world research so you can see rapid research in action Written by the world s leading expert on this subject this book contains the theoretical and practical nuts and bolts you need to reframe existing qualitative methods speed up your research and make tangible contributions to your field It is the perfect companion for any researcher final year undergraduate or postgraduate student looking to conduct rapid but rigorous qualitative research

*Food-Energy-Water Systems: Achieving Climate Resilience and Sustainable Development in the 21st Century* Charles



Vörösmarty, Richard Lawford, Pietro Elia Campana, Donald Wuebbles, Graham Jewitt, 2024-01-23 extreme weather will mean ongoing challenges to the capacity of these sectors to support human well being grow the economy and provide critical environmental services Society has yet to evaluate the resilience of FEWS to climate environmental and management stresses as it shapes strategies to support sustainable development over the next decades These issues constitute a quintessential interdisciplinary research challenge and require a well structured science agenda and supportive information services for implementing key findings that governments and stakeholders can adopt Integrated policy pathways require usable research findings applications models real time information systems and decision support systems In addition stakeholder engagement is essential to communicate the benefits and results of these approaches and to engage appropriate groups in their implementation      *The Architect's Handbook of Professional Practice* Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket

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