

SAMPLE OF THE UNIVERSAL MINUTE ORDER

Agenda Item No.____: Discussion and Possible Action [Title of Agenda Item]

Presented to the [ALL CAPS] COMMITTEE on [date of COMMITTEE meeting] and forwarded for recommended approval to the ALAMO COLLEGES BOARD OF TRUSTEES on [date of BOARD meeting].

MINUTE ORDER

"The Board of Trustees hereby [awards, approves, authorizes, etc.]

."

PURPOSE

To

BACKGROUND

IMPLICATIONS

Financial: Funding Source: **Include Account Number/Information**
Cost:

Strategic Plan: [Strategic goal(s) the minute order aligns with]

Employee Services:

ATTACHMENTS: **State what is attached or indicate NONE when there are no attachments**

Initiator Date

Vice Chancellor/President Date

Dr. Bruce H. Leslie, Chancellor



ALAMO
COLLEGES

Alamo Colleges Minute Orders

Guidelines

- Font: Arial 11.5
- Try to fit on one page if at all possible; font can be decreased if need be
- 1" margins
- The Board Liaison needs an electronic copy of minute order, preferably with signature(s). Otherwise, provide electronic copy sans signature(s) and forward hard copy with signature(s).
- When emailing minute order to Board Liaison, copy Felix Medina (fmedina@mail.accd.edu)
- When making handouts for distribution at board meetings, please provide 25 copies

