



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT
Logo

District Agenda and Notes Guidelines

1. Meeting Agenda and Notes Template Format

- a. Use accessible Agenda and Notes templates
- b. 12 pt. Arial font
- c. For all hyperlinks, hyperlink the document title (do not use the word LINK)

2. Agenda and Notes Distribution Timeline

- a. Call for agenda items 1 week prior to meeting
- b. Post agenda and documents on Intranet Prior to sending meeting agenda
- c. Send meeting agenda 24-48 hours prior to meeting
 - ▶ Determine if agenda will be attached and/or linked in the body of email
 - ▶ Determine if prior meeting notes will be attached and/or linked in the body of the email
- d. Post meeting notes on Intranet Prior to sending meeting notes
- e. Send meeting notes Within 2 weeks of meeting
 - ▶ Notes will be attached linked in the body of email

3. Meeting Cancellation

- a. Unexpected meeting cancellation notification 24-48 hours prior to meeting
- b. In email, include if meeting will be re-scheduled or note next scheduled meeting