SAN DIEGO MESA COLLEGE

Committee Name

Chair name

Committee Member name

Committee Member name

Committee Member name

Date of Committee Meeting

Time of Committee Meeting

Location / Zoom Meeting ID

Agenda

A. Call to Order

B. New Business
1. Chair introduces themselves
2. Chair explains committee charge
3. Chair explains committee purpose and how it integrates to Mesa2030
4. Chair defines committee structure and whom committee reports to
5. Chair gives information about the process of meeting logistics (meeting date, location, agenda, etc.)
6. Chair provides any other welcome introduction processes
7. Chair asks each committee member to introduce themselves and what department they are representing.
8. Chair reminds members that they are voting and speaking on behalf of whom they represent
9. Chair explains the report out form and members to share with their constituencies

C. Announcements
1. Next Meeting: DATE
2. Meeting schedule for 2025-2026

Resources:
Committee Report Out Template
Governance Handbook
Gov 101 Website