

Council/Committee Name

Place:	
Time:	
Date:	

Agenda Item	Lead	Time
1. Call to Order & Review Agenda a) Welcome, call to order, approval of agenda b) Good news and recognition	PFAC Co-Chair	
2. Previous Minutes a) Approval of the minutes b) Review of outstanding action items		
3. Consent Agenda a) Add text		
4. Previous Business a) Add text		
5. New Business/Advisor/Staff Feedback Items a) Add text		
6. Standing Items a) Subcommittee updates b) Open forum/future items		
7. Next Meeting Date(s) a) Add text		
8. Meeting Adjourns		

Meeting Summary: Actions and Decision Table

Lead/Accountable	Action/Decision	Notes + Relevant Discussion	Timeline