

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

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| | Series Number: 205.13 |
| Title | Board Meetings |
| | Minutes and Other Records |

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of Board meetings and other required records of the Board.

It shall be the responsibility of the Board Secretary to keep the minutes of the Board meetings. The minutes of each Board meeting shall include as a minimum the following items; a record of the date, time, place, members present, action taken, and the vote of each member.

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| Date of Adoption | 7/16/1967 | | Legal Reference: (Code of Iowa) |
| Date of Last Revision | 1/8/1996 | | 21 and 22; 260; 291.6, .7 |
| Date of Current Revision | 3/10/2025 | | Date of Last Review: 12/5/2024 |
| Related Administrative Procedures and Cross References | | | |
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