

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

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, the vote of each member, and the schedule of bills allowed. This information shall be available within two weeks of the Board meeting.

Minutes waiting approval at the next Board meeting will be available for inspection at the administration office at 4647 Stone Avenue, Sioux City, Iowa, after the Board Secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Date of adoption 7/16/67

Legal Reference: (Code of Iowa)

Date of last revision 7/21/86

Chapters 21 and 22; 260C; 291.6, .7

Date of current revision 1/8/96

Related Administrative Procedures and Cross References \_\_\_\_\_

Board of Director's Handbook