

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Board of Governors 800.0000.79
SUBSECTION: Board Meetings 830.0000.79

Minutes
Policy Number: 830.1400.79

POLICY

The minutes of each regular meeting, special meeting, or emergency meeting shall be duly recorded, according to state law.

The typed minutes of each meeting will be considered, corrected, and approved at the next regular meeting of the Board. Such action may be taken at an intervening special meeting as the Board may determine.

The minutes shall be inspected and signed by the Chairperson and Secretary of the Board after correction and approval and shall be kept as a public record in the official files of the Board in the Secretary's office.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: